

# Village of Carol Stream

## BOARD MEETING

### AGENDA

APRIL 5, 2010

*All matters on the Agenda may be discussed, amended and acted upon*

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE:**

**B. MINUTES:** Approval of the Minutes of the March 15, 2010 Meeting.

**C. AUDIENCE PARTICIPATION & PUBLIC HEARINGS:**

1. Resolution No. 2464, Honoring Gilford E. Panos Upon His Retirement from the Village of Carol Stream Police Department.
2. Announce Public Hearing: FY11 Proposed Annual Budget, April 19, 2010.
3. Proclamation Designating April as Alcohol Awareness Month in Carol Stream.
4. Proclamation Designating April as Child Abuse Prevention Month in Carol Stream.
5. Proclamation Designating April 11-17, 2010 as National Telecommunications Week.

**D. SELECTION OF CONSENT AGENDA:**

*If you are here for an item which is added to the consent agenda and approved, the Village Board has acted favorably on your request.*

**E. BOARD AND COMMISSION REPORTS:**

**F. OLD BUSINESS:**

**G. STAFF REPORTS & RECOMMENDATIONS:**

1. Policy Revisions to the Personnel Manual
2. Extension of Banking Services Contract.  
*Recommendation to extend the Banking Services Agreement with Charter One Bank for 3 years with no increase in fees.*
3. Closing of the Escrow Account for the Carol Point TIF District.  
*Recommended closing and distribution of the Carol Point TIF escrow account.*

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4. Extension of Audit Service Contract.

*Staff is recommending a 3-year extension to the auditing services contract with Sikich. The contract would not be increased in FY11 and there would be a 2% and 4% increase in years two and three.*

5. Budget Transfer for Court Time and Overtime.

*The Police Department requests budget transfers of \$8,900 from Administration's Overtime Account to Patrol's Court Time Account and \$6,272 from Administration's Overtime Account to Traffic's Court Time Account.*

#### **H. ORDINANCES:**

1. Ordinance No. \_\_\_\_\_, Amending the Annual Budget for the Village of Carol Stream for the Year Commencing May 1, 2009 and Ending April 30, 2010.

*A budget amendment to recognize the costs associated with the Voluntary Separation Plan that was recently implemented.*

2. Ordinance No. \_\_\_\_\_, Increasing the Home Rule Municipal Retailers' Occupation Tax and Home Rule Municipal Service Occupation Tax.

*Revised Ordinance increasing the Home Rule Sales Tax by .25%.*

#### **I. RESOLUTIONS:**

1. Resolution No. \_\_\_\_\_, Opposing Reduction of Local Government Distributive Fund.

*Resolution opposing a proposal from Governor Quinn to reduce the share of the state income tax provided to local government.*

2. Resolution No. \_\_\_\_\_, Declaring Surplus Property Owned by the Village of Carol Stream.

*This is a request by the Police and Public Works Departments to declare surplus property for disposal.*

3. Resolution No. \_\_\_\_\_, Accepting Public Improvements (President Manor Townhomes).

*This item is the acceptance of subdivision improvements in the President Manor Townhome Subdivision contingent upon receipt of the one-year maintenance security.*

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#### **J. NEW BUSINESS:**

1. Request to Use the Detention Pond at Birchbark Trail and Kuhn Road by the Glenbard North Athletic Department.  
*The Glenbard High School Athletic Department has submitted a request to use the northernmost section of the storm water detention pond at the northwest corner of Kuhn Road and Birchbark Trail for Disk Golf practice every Friday from April 9<sup>th</sup> through May 28<sup>th</sup> from 2:45 p.m. to 4:15 p.m.*
2. Raffle License Application – American Legion Post 76.  
*American Legion Post 76 has applied for their annual raffle license for weekly raffles held at 570 S. Gary Avenue, Carol Stream, IL 60188.*
3. Glenbard North High School – Senior Class Luncheon.  
*Glenbard North is requesting a waiver of the fee in connection with their Senior Class luncheon held at the Ross Ferraro Town Center on May 28, 2010.*

#### **K. PAYMENT OF BILLS:**

1. Regular Bills:
2. Addendum Warrant:

#### **L. REPORT OF OFFICERS:**

1. Mayor:
2. Trustees:
3. Clerk:

#### **M. EXECUTIVE SESSION:**

1. Purchase of Real Property.
2. Appointment, Compensation and Performance of Specific Employees.
3. Collective Negotiating Matters.

# Village of Carol Stream

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#### **N. ADJOURNMENT:**

**LAST ORDINANCE: 2010-03-13**

**LAST RESOLUTION: 2463**

**NEXT ORDINANCE: 2010-04-14**

**NEXT RESOLUTION: 2464**

**REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES**  
**Gregory J. Bielawski Municipal Center, Carol Stream, DuPage County, Illinois**

**March 15, 2010 (As Amended)**

Mayor Frank Saverino, Sr. called the Regular Meeting of the Board of Trustee to order at 8:00 p.m. and directed the Village Clerk to call the roll;

Present: Mayor Frank Saverino, Sr., Trustees Tony Manzzullo, Don Weiss  
Greg Schwarze, Matt McCarthy, Rick Gieser and Pam Fenner  
Absent: none

Also Present: Village Manager Joe Breinig, Assistant Village Manager Bob Mellor, Attorney Stewart Diamond, Village Clerk Beth Melody and Wynne Progar, Deputy Village Clerk

Mayor Saverino led those in attendance in the Pledge of Allegiance.

**MINUTES:**

Trustee McCarthy moved and Trustee Fenner made the second to approve the Minutes of the Meeting of March 1, 2010 as presented. The results of the roll call vote were:

Ayes: 5 Trustees Manzzullo, Weiss, McCarthy, Gieser & Fenner  
Nays: 0  
Abstain: 1 Trustee Schwarze

**AUDIENCE PARTICIPATION AND PUBLIC HEARINGS:**

Trustee Manzzullo moved to open the Public Hearing regarding An Amendment to the Annexation for Easton Park. A request from M/I Homes and Lakewood Homes to amend the Easton Park Annexation agreement to allow M/I to complete the residential portion of the project. Trustee Fenner made the second. The results of the roll call vote were:

Ayes: 6 Trustees Manzzullo, Weiss, Schwarze, McCarthy, Gieser & Fenner  
Nays: 0

Mayor Saverino explained that the annexation agreement with Lakewood Homes has to be amended to allow M/I Homes to complete the agreement for the Easton Park Project. There were no comments or questions from the Trustees or anyone present at the call for Public Hearing.

Trustee McCarthy moved and Trustee Fenner made the second to close the Public Hearing. The results of the roll call vote were:

Ayes: 6 Trustees Manzzullo, Weiss, Schwarze, McCarthy, Gieser & Fenner  
Nays: 0

**Proclamation Designating March 22 – 28 as Spring Flood Safety Awareness Week:**  
Trustee Gieser read the proclamation.

**Proclamation Supporting Earth Hour 2010, Saturday, March 27, 2010:**  
Trustee McCarthy read the proclamation.

**CONSENT AGENDA:**

Trustee Fenner moved and Trustee Schwarze made the second to establish a Consent Agenda for this meeting. The results of the roll call vote were:

Ayes: 6 Trustees Manzzullo, Weiss, Schwarze, McCarthy, Gieser & Fenner  
Nays: 0

Trustee McCarthy moved and Trustee Weiss made the second to put the following items on the Consent Agenda for this meeting. The results of the roll call vote were:

Ayes: 6 Trustees Manzzullo, Weiss, Schwarze, McCarthy, Gieser & Fenner  
Nays: 0

1. No action required: Special Use–Outdoor activitie/operations-445-449 Randy
2. No action required: Special Use-Drive up Service Window-293-317 Schmale
3. Text Amendments – Sign Code – Ordinance 2010-03-10
4. Official Zoning Map – Resolution 2463
5. Mosquito Control Program – 2010-2012
6. Contracts with Third Millennium Associates
7. Budget Transfer
8. Design Engineering Amendment – Tubeway Stormwater Lift Station
9. Ordinance 2010-03-07: Amend Chap.3, Art. 2-Brd. Of Fire & Police Comm.
10. Ordinance 2010-03-08: Amend Chap.11, Art 2-Impose fee increase Liq. Lic.
11. Ordinance 2010-03-09: Amend Chap. 10 –New section-Fireworks permit
12. Ordinance 2010-03-11: Amend 13-3-13 – Water & Sewer Rates
13. Ordinance 2010-03-12: Authorize Amendment to Annex. Agree. Lakewood
14. Regular Bills, Addendum Warrant of Bills, Treasurer's Report

Trustee Fenner moved and Trustee McCarthy made the second to approve the items of the Consent Agenda for this meeting by omnibus vote. The results of the roll call vote were:

Ayes: 6 Trustees Manzzullo, Weiss, Schwarze, McCarthy, Gieser & Fenner  
Nays: 0

The following is a brief description of those items approved and the Consent Agenda.

**Text Amendments – Sign Code – Ordinance 2010-03-10:**

At their meeting on March 8, 2010 the Combined Plan Commission/Zoning Board of Appeals recommended approval of the amendment to the Sign Code with the changes as discussed. The Board concurred with the recommendation and adopted Ordinance

2010-03-10, AN ORDINANCE AMENDING CHAPTER 6 OF THE VILLAGE OF CAROL STREAM MUNICIPAL CODE – (SIGN CODE).

**Official Zoning Map – Resolution 2463:**

At their meeting on March 8, 2010 the Combined Plan Commission/Zoning Board of Appeals recommended approval of the Official Zoning Map. The Board concurred with the recommendation and adopted Resolution 2463, A RESOLUTION AUTHORIZING THE EXECUTION OF THE OFFICIAL ZONING MAP OF THE VILLAGE OF CAROL STREAM.

**Mosquito Control Program – 2010-2012:**

The Board approved a three year contract with Clark Environmental Mosquito Management, Inc. with the cost unchanged for the next two years, no exceeding \$37,000 a year and the cost of the third year not to exceed 5% or \$38,850.

**Contracts with Third Millennium Associates:**

The Board approved a three year extension with Third Millennium Associates (TMA) for the following contracts: Utility Billing Production Agreement, Vehicle License Software Agreement, Vehicle Sticker Application Production Agreement, E-Pay Software Agreement (web payment system), and Vehicle Sticker V-Pay software agreement.

**Budget Transfer:**

The Board approved a budget transfer in the amount of \$8,200 to the Property Maintenance account of the Street Division's budget from the Department's Maintenance and Repair account.

**Design Engineering Amendment – Tubeway Stormwater Lift Station:**

The Board approved Amendment # 3 to the Engineering Design Contract for the Tubeway Stormwater Lift Station from Baxter and Woodman to revise the contract documents to meet the Federal requirements, to provide assistance in securing the special appropriation funding and to revise the design of the station for the inclusion of emergency standby power. The propose amendment is on a time and material basis with a not-to-exceed cost of an additional \$22,300.

**Ordinance 2010-03-07: Amend Chap.3, Art. 2-Brd. Of Fire & Police Comm.:**

The Board adopted Ordinance 2010-03-07, AN ORDINANCE AMENDING CHAPTER 3, ARTICLE 2, SECTION 4 OF THE VILLAGE CODE. (BOARD OF FIRE AND POLICE COMMISSIONERS). Reduction of compensation.

**Ordinance 2010-03-08: Amend Chap.11, Art 2-Impose fee increase Liq. Lic.:**

The Board adopted Ordinance 2010-03-08: AN ORDINANCE AMENDING CHAPTER 11, ARTICLE2, SECTION 7 OF THE VILLAGE CODE – Classification of Liquor Licenses, Number Issues, and Fees.

**Ordinance 2010-03-09: Amend Chap. 10 –New section-Fireworks permit:**

The Board adopted Ordinance 2010-03-09: Amending Chapter 10 of the Village Code of Ordinances to Include a Section Pertaining to Outdoor Pyrotechnic Fireworks Display Permits.

**Ordinance 2010-03-11: Amend 13-3-13 – Water & Sewer Rates:**

The Board adopted Ordinance 2010-03-11, AN ORDINANCE AMENDING SECTION 13-3-13 OF THE VILLAGE CODE PERTAINING TO WATER AND SEWER RATES. To increase water rates by .15/1,000 gallons to pass on a rate increase by DuPage Water Commission.

**Ordinance 2010-03-12: Authorize Amendment to Annex. Agree. Lakewood at Klein Creek Subdivision:**

The Board adopted Ordinance 2010-03-12, AN ORDINANCE AUTHORIZING THE EXECUTION OF AN AMENDMENT TO AN ANNEXATION AGREEMENT (LAKEWOOD AT KLEIN CREEK SUBDIVISION)

**Regular Bills, Addendum Warrant of Bills, Treasurer's Report:**

The Board approved the payment of the Regular Bills in the amount of \$54,830.21.

The Board approved the payment of the Addendum Warrant of Bills in the amount of \$813,045.55.

The Board received the Treasurer's Report for the month ending February 28, 2010.

**REGULAR MEETING:**

**An Ordinance Restructuring Positions within the Village of Carol Stream Police Department:**

The Police Department requests the Village Board approval of the Ordinance Restructuring Positions within the Police Department. With Board approval, the department will begin the implementation process for the restructuring of the command staff.

Trustee Schwarze said that he has concerns that the restructuring will give the officers less of a chance to move ahead in the department since there will be less sergeant's spots to attain to and that it makes those opportunities more subjective. Police Chief Orr that the Commander opportunity will effectively be the same as of that for Sergeant in that there has to be a resume submitted, an oral interview in regard to qualifications. The minimum requirements will be 6 years experience plus a BA or BS or above and the top three candidates will be chosen by the Board of Fire and Police. Trustee Schwarze said that by eliminating the Lieutenant's position and having three less sergeants it appears that at some points the most qualified for the position won't get the job.

Mr. Breinig said that as past practice this has worked with the Deputy Chief position and the practice is both substantive and arbitrary and therefore not entirely subjective and it should work well for the Commander position.

Trustee Fenner commented that this Commander position will give more layers of oversight than the Sgt/Lt. positions did.

Trustee McCarthy said that we agreed to give Kevin Orr the position of Chief and he has been doing a great job and he thinks that the Board should give him the opportunity to run the Department as he feels it should be run.

Mayor Saverino said that he stands behind Chief Orr and Joe Breinig for the good job they have done during screenings, show that they are fair and just.

Trustee Weiss said that his is comfortable with this proposal and the fact that it can actually save money in the budget.



Trustee Weiss moved and Trustee Gieser made the second to approve the Ordinance amending the Village Code to allow the restructuring Positions within the Village of Carol Stream Police Department. The results of the roll call vote were:

Ayes:	5	Trustees Manzzullo, Weiss, McCarthy, Gieser & Fenner
Nays:	1	Trustee Schwarze
Absent:	0	

**REPORT OF OFFICERS:**

Trustee Weiss asked everyone to contact their Senators and Representatives to tell them not to vote for the Governors plan to cut the local share of the State Income Tax from 10 to 7% because this will endanger everyone's financial future for all municipalities to make up that difference in their budgets.

Trustee Schwarze asked everyone to return the Census 2010 forms as soon as possible and no later than April 1<sup>st</sup>. He thanked Chris Oakley for the work he has been doing throughout the Village and also the Trustees for their time getting the word out. Trustee Schwarze listed all of the places in the Village where to get help with filling out the form. He, as always, asked everyone to shop in Carol Stream.

Trustee Geiser said that has received his Census Form today and that he and Joe Breinig went to Springfield to talk to our representatives to explain how much damage such a reduction would do to all of the municipalities, not just Carol Stream if they pass the legislation. Trustee Gieser said that there will be a scholarship fund raiser on March 22 and will feature Mike Toomey, an alum. The donation is \$25.

Trustee Manzzullo wanted to say that the rate increase for water and sewer rates is a direct pass through of the raise from DuPage Water Commission, not from the Village. He said to Think Spring, watch for the kids on skate boards and bicycles and most of Pray for our Troops and their families.

Trustee McCarthy said to watch out for the kids playing outside and be sure to mail back the 2010 Census form.

Trustee Fenner said that the Village Board does not want to levy a property tax, but if we lose our share of the \$5.4 income tax revenue from the State, it may force us to levy a property tax. She asked that everyone contact their Senator and Representatives that tell them that you cannot afford this. Trustee Fenner said that kids and adults alike, on bicycles, be Careful.

Mr. Breinig commented that some of the budget adjustments were made tonight, such as the reduction to the Board of Fire and Police commissioners and the extension of the contract from Third Millennium, Inc. He said that the Village will receive \$23 per capita for everyone on the certified Federal Census.

Mayor Saverino thanked Staff for the great job on holding back costs and he thanked Chief Orr for preparing the reorganization that will also save funds. He said that if the State of IL denies 3% of the income tax revenue there will be some municipalities that will not survive, and that Carol Stream will be losing \$941,000.

Mr. Breinig said that currently the Governor is proposing a 6-month budget so he can get past the November election.

Mayor Saverino commented that even with a 6 month budget, it won't matter because even today they are still passing unfunded mandates.

Mayor Saverino asked for a motion to go into Executive Session to discuss Collective Negotiating Matters, Appointment, Compensation and Performance of Specific Employees and Sale or Lease of Real Property, and to adjourn from Executive Session directly without taking any further action.

Trustee McCarthy moved and Trustee Manzzullo made the second. The results of the roll call vote were:

Ayes:	6	Trustees Manzzullo, Weiss, Schwarze, McCarthy, Gieser & Fenner
Nays:	0	

FOR THE BOARD OF TRUSTEES

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Frank Saverino, Sr. Mayor

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Beth Melody, Village Clerk

# AGENDA ITEM

C-1 4-5-10

RESOLUTION NO. 2464

**A RESOLUTION HONORING GILFORD E. PANOS  
UPON HIS RETIREMENT FROM THE  
VILLAGE OF CAROL STREAM POLICE DEPARTMENT**

WHEREAS, Gilford E. Panos joined the Carol Stream Police Department as a Community Service Technician on February 22, 2000; and,

WHEREAS, Gilford E. Panos served as a Police Training Officer from April 8, 2002 to March 31, 2010; and

WHEREAS, Gilford E. Panos has made the decision to retire from public service with the Village of Carol Stream Police Department.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, on behalf of all the former and present elected and appointed officials and residents of Carol Stream, that:

1. Community Service Technician Gilford E. Panos' services and dedication to the Village of Carol Stream and accomplishments in the field of law enforcement are hereby recognized and commended.
2. Gilford E. Panos is wished the very best of happiness and health in his retirement.

This Resolution shall be in full force and effect from and after its passage and as approved by law.

PASSED AND APPROVED ON THIS 5th DAY OF APRIL 2010.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Pamela J. Fenner, Mayor Pro-Tem

ATTEST:

\_\_\_\_\_  
Beth Melody, Village Clerk

# AGENDA ITEM

C-2 4-5-10

## *Village of Carol Stream* Interdepartmental Memo

**TO:** Joseph Breinig, Village Manager  
**FROM:** Stan W. Helgerson, Finance Director *SWH*  
**DATE:** March 23, 2010  
**RE:** FY11 Proposed Annual Budget

The attached public notice needs to be published in the Board Minutes of the April 5th Village Board meeting. The public notice will be published on April 9, 2010 and the public hearing for the budget will be on April 19, 2010.

If you have any questions, please give me a call.

cc: Ann Kennedy

**NOTICE OF PUBLIC HEARING ON  
ANNUAL OPERATING BUDGET**

A public hearing will be held by the Mayor and Board of Trustees of the Village of Carol Stream on Monday, April 19, 2010, at 8:00 p.m. at the Carol Stream Village Hall, 500 North Gary Avenue, Carol Stream, IL 60188. The public hearing shall be for the purpose of considering the proposed Annual Operating Budget for 2010-2011.

A copy of the proposed Annual Operating Budget has been published in the Board Minutes of April 5, 2010 and is available for public inspection at the Village Hall, 500 North Gary Avenue, during normal business hours. A summary of the proposed Operating Budget is as follows:

**GENERAL CORPORATE PURPOSES**

**GENERAL FUND**

Legislative Boards	
& Administration.....	1,014,123
Clerk, Finance .....	886,932
Employee Relations & Mgmt. Serv. ....	1,097,281
Community Development .....	764,527
Engineering .....	783,822
Public Safety.....	13,353,211
Public Works	
and Municipal Building.....	3,047,275
Transfers and Agreements.....	240,219
Town Center Events.....	78,231
<b>Total General Fund.....</b>	<b>21,265,621</b>
 MOTOR FUEL TAX FUND .....	 1,996,402
 <b>WATER &amp; SEWER FUND</b>	
Water Pumping	
& Distribution .....	7,090,990
Wastewater Collection and Treatment Center.....	2,812,959
<b>Total Water and</b>	
<b>Sewer Fund .....</b>	<b>9,903,949</b>
 POLICE PENSION FUND .....	 1,588,933
PUBLIC LIBRARY .....	3,675,967
TIF DEBT SERVICE FUND .....	369,660
CAPITAL IMPROVEMENT PROGRAM .....	3,304,000

All persons present shall be given an opportunity to submit oral and written comments and suggestions regarding the proposed Operating Budget.

BY ORDER OF THE CORPORATE AUTHORITIES  
OF THE VILLAGE OF CAROL STREAM, ILLINOIS

Published in THE DAILY HERALD April 9, 2010

**Proclamation**

**Designating April as Alcohol Awareness Month in Carol Stream**

**WHEREAS**, each April since 1987, the National Council on Alcoholism and Drug Dependence has designated April as "Alcohol Awareness Month"; and

**WHEREAS**, Alcohol Awareness Month was established as a nationwide effort to provide the American public with information about the disease of alcoholism and the serious problem of alcohol abuse; and

**WHEREAS**, underage drinking is a growing problem with devastating consequences; and

**WHEREAS**, alcohol use by young people is extremely dangerous, not only to themselves – but to society as a whole; and

**WHEREAS**, alcohol is the number one drug of choice for America's young people and is associated with traffic fatalities, violence, unsafe sex, suicide, educational failure and other behavioral problems; and

**WHEREAS**, those who start drinking before the age of 15 are four times more likely to become alcoholics than those who begin at age 21; and

**WHEREAS**, every day in the United States, 7,000 children under the age of 16 take their first drink; and

**WHEREAS**, 2010 Alcohol Awareness Month, with the theme '**Recovery - It's a Family Affair & Everyone is Invited**' will serve to remind us that recovery from alcohol abuse and addiction includes the resolve and commitment by everyone in the abuser's family to create structures of strict accountability so positive health and lifestyle changes can take place moving the problem drinker toward renewed wellness.

**NOW, THEREFORE BE IT PROCLAIMED THAT I, Mayor Frank Saverino Sr.**, and the Carol Stream Village Board of Trustees, DuPage County, Illinois in the exercise of its home rule Powers do hereby proclaim April 2010, as Alcohol Awareness Month in the Village and urge all Carol Stream residents to support the efforts of those working to prevent underage drinking.

**Dated this 5th day of April, 2010**

\_\_\_\_\_  
**Frank Saverino Sr. - Mayor**

Attest:

\_\_\_\_\_

# AGENDA ITEM

C-4 4-5-10

## PROCLAMATION DESIGNATING APRIL AS CHILD ABUSE PREVENTION MONTH IN CAROL STREAM

Whereas, our children represent our greatest hope for the future and their health, protection and safety are a priority for our community; and

Whereas, the problem of undetected child abuse, neglect and maltreatment seriously endangers vulnerable young lives and causes long-lasting damage to a child's physical, emotional and cognitive well-being; and

Whereas, the prevention of child abuse, neglect and maltreatment require strong partnerships and cooperation among individual residents, schools, the Police Department, the Social Services Unit as well as government agencies at the community, state and federal levels; and

Whereas, in recognition of the importance of preventing child abuse, Prevent Child Abuse Illinois, the state's designating advocacy agency has themed this year's campaign '**Pinwheels for Prevention.... Putting Children First**' whose aim it is to work to change the society's norms regarding what are and are not acceptable attitudes and behaviors toward our children and to change the norms regarding how our children are valued and raised; and

Whereas, all residents share a responsibility in preventing child abuse through diligent reporting of suspected cases of child neglect and maltreatment; in order to ensure proper and prompt reporting of suspected child abuse, free online training is now available to mandated reporters through the Department of Children & Family Services agency web site at [www.dcfstraining.org](http://www.dcfstraining.org); and

Whereas, residents and local child support organizations should be vigilant in their efforts to stop child abuse and are asked to call the Illinois Child Abuse Hotline at 1-800-25-ABUSE to report any and all suspected incidents of child abuse or neglect.

NOW, THEREFORE BE IT PROCLAIMED THAT THE MAYOR AND BOARD OF TRUSTEES of the Village of Carol Stream do hereby proclaim April 2010 as "**CHILD ABUSE PREVENTION MONTH**" in Carol Stream and encourage all residents to advocate for policies and programs which support healthy families and children.

Dated this 5th day of April, 2010

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Pamela J. Fenner, Mayor Pro-Tem

Attest:

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Beth Melody, Village Clerk

# AGENDA ITEM

C-5 4-5-10

## PROCLAMATION

### NATIONAL TELECOMMUNICATIONS WEEK APRIL 11-17, 2010

WHEREAS, the DuPage Public Safety Communications known as DuComm, plays a vital role in the protection of human life and property in our community; and

WHEREAS, DuComm has been successfully serving the public safety communications needs of Carol Stream since 1975; and

WHEREAS, while enduring long shifts and handling frequent life and death emergencies, DuComm Dispatchers set high standards in performing their duties in a dedicated, diligent, and compassionate manner; and

WHEREAS, DuComm Dispatchers provide a critical communications link between the citizen and police, fire and emergency medical service providers; and

WHEREAS, DuComm Dispatchers efficiently coordinate emergency services for emergencies to ensure the health and safety of our citizens, travelers and tourists in our cities and towns and on our highways, twenty-four hours a day; and

WHEREAS, DuComm Dispatchers are rarely visible to the public while performing an exceptional service that deserves praise and recognition.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, that April 11-17, 2010 be declared *National Telecommunications Week* in the Village of Carol Stream and commends the devotion, contribution and services of the DuComm Dispatchers.

DATED THIS 5<sup>th</sup> DAY OF APRIL 2010.

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Pamela J. Fenner, Mayor Pro-Tem

ATTEST:

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Beth Melody, Village Clerk



# AGENDA ITEM

G-1 4-5-10

## VILLAGE OF CAROL STREAM INTER-DEPARTMENTAL MEMO

**TO:** Joe Breinig, Village Manager

**FROM:** Caryl Rebholz, Employee Relations Director *CR*

**DATE:** March 24, 2010

**RE:** **Policy Revisions**

In an effort to ensure continued fiscal responsibility and comparability in the market, the Village again conducted a comprehensive review of the Employee Personnel Manual. Based on this review, several policy change recommendations are included in the attached Personnel Manual. A synopsis of the change recommendations are highlighted below:

**Chapter 3E – Employment Status Classifications:** In the current language, regular employees normally scheduled to work 30 hours per week or more are eligible to participate in the Village's group insurance plans. A brief survey showed that less than 20% of our comparable communities continue to provide insurance coverage to employees working less than full-time. With the Village contributing 80% of the premium cost for active employees, the continuation of this practice is not recommended. Therefore, language has been amended in this section to change the 30 hour per week standard to 40 hours per week, so that only full-time employees are eligible to participate in the Village's insurance. While we will continue to allow the three (3) employees that currently have some level of insurance coverage through the Village to maintain coverage, as we evaluate vacated positions it is likely that more employees will be hired at less than full-time status; therefore, a cost savings going forward is anticipated.

**Chapter 4B – Pay for Performance:** As approved in 2009, employees will be evaluated under a new merit system which provides increases based on ability to pay, comparability to other municipal government employers, and approval of the Village Board on an annual basis. It is recommended to amend this section of the manual to reflect these changes.

**Chapter 4E – Overtime:** The current language dictates that the Village will pay non-exempt, non-contract employees' overtime when they are required to work in excess of eight hours in a day or more than 40 hours in a week. The Fair Labor Standards Act requires the payment of overtime for all hours worked in excess of 40 hours in a week only. Therefore, it is recommended to eliminate the "in excess of eight hours in a day" language, allowing for additional flexibility in scheduling when necessary.

**Chapter 5G – Jury Duty:** The current language in this section provides that an employee will be allowed time off with pay when said employee is required to serve as a juror in a court of law. Upon further evaluation, the language could be misconstrued as allowing for the full day off, even if the employee is released from jury duty after one hour. Therefore,

for clarification purposes, it is recommended to add language stating employees will be reimbursed for time spent serving on jury duty only "for the portion of the employee's work day that overlaps with hours spent on jury duty".

Chapter 6A – Health Insurance: As is described in the Chapter 3E above, it is recommended to increase the hourly standard for eligibility into the Village's health insurance plan to 40 hours per week.

Chapter 6C – Dental Insurance: As is described in Chapter 3E above, it is recommended to increase the hourly standard for eligibility into the Village's dental insurance plan to 40 hours per week.

Chapter 6L – Employee Recognition: Due to the elimination of this line item beginning FY10/11, it is recommended to eliminate this section from the Personnel Manual.

Please let me know if you have any questions or concerns.

**DRAFT**

# **VILLAGE OF CAROL STREAM**

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## **Personnel Manual**

Revised May 1, 2010

# VILLAGE OF CAROL STREAM PERSONNEL MANUAL INDEX

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## IMPORTANT NOTICE ABOUT THESE POLICIES

This handbook contains some of the Village's general policies which may affect your employment with the Village. The Village retains the right to modify, amend, or delete the guidelines, work rules, policies, benefits, privileges, and programs which are contained within this handbook without notice at any time, other than as stated in this notice. Additionally, in certain circumstances, the Village may take action which differs from these policies or other written policies distributed at another time. These policies should not be regarded as, and are not in fact, promises to provide specific terms and conditions of employment. Only the Village Manager or his designee has the final authority to interpret any Village guideline, policy, or benefit.

This handbook does not, in any way, constitute an express or implied employment contract, an agreement for continued employment, or an agreement for employment for a specific period of time between the Village and any employee. Your employment with the Village is that of "employment at will." That is, employment may be terminated at any time by either you or the Village, with or without cause, and with or without notice. Regardless of any other revisions or deletions to this handbook, employment will continue to be "at will." No employee or other Village representative is authorized to make any agreement which would change the "at will" status of any employee, other than the Village Manager or his designee, who may only do so in writing with his signature. Each individual's employment and compensation with the Village is for no definite period of time.

To the extent any state's laws differ from or restrict any of the items included in the guidelines, the Village will comply with all applicable laws.

This handbook supersedes all previous handbooks or policies.

## **THIS PERSONNEL MANUAL**

This manual has been prepared to assist the employees of the Village in carrying out their duties and responsibilities. In addition to this manual are general administrative directives and procedures that may define the application of the policies in this Personnel Manual. They are issued by the Village Manager's Office and are available in each Department. Additionally, operational rules are set forth here in departmental procedures and regulations. These documents are not intended to cover every aspect of the Village operation; rather, it is hoped they will serve as a means of enabling each employee of the Village to gain a better understanding of the role of Village employees and their responsibilities to the Village and its residents. The success of the Village is measured largely in terms of the support and operation of the citizens and customers it serves. It is essential that all employees of the Village work toward the objective of providing quality service.

In addition to this manual, Village employees are required to familiarize themselves with the Loss Control Manual, departmental policies and procedures, and any other handbooks or regulations that form the basis of their departmental operations. Nothing in these various manuals precludes the establishment of written departmental rules and regulations setting forth internal operational policies and procedures for the department's work force.

The rules outlined here may, from time to time, be amended by the Village Board or revised to meet changing conditions. In the event of any conflict among the terms and provisions of this Personnel Manual, the procedures manuals and any other department rule, policy, procedure or regulation, the Village Manager or his designee reserve the sole discretion to resolve such matters. All employees of the Village are encouraged to provide suggestions and ideas that will make this manual more relevant and useful.

Within ten (10) days of the issuance of this manual, it shall be the duty of every employee to become familiar with the rules dealing specifically and generally with the duties of the employee's position. Within thirty, (30) days of its issuance every employee will become familiar with all provisions of this manual. Failure by any employee to comply with these provisions will be deemed neglect of duty and may result in that employee being subject to disciplinary action.

The Personnel Rules and Regulations adopted by the Village Board of Trustees apply to all elected and appointed officers and employees of the Village except members of citizens' Boards and Commissions, volunteer personnel, and persons appointed to serve without pay, consultants and counsel rendering professional service. If a matter is not covered within the Personnel Rules and Regulations adopted by the Board, that matter shall be governed by the general provisions of Illinois law governing the power of municipal governments to deal with its officers and employees. Hereafter in this Code persons affected by its provisions are generally referred to as "employees". Such provisions apply to all persons whose work with the Village is covered by this code as provided above.



For sworn police employees, the provisions of this manual apply when not inconsistent or contrary to the provisions in the Rules and Regulations of the Board of Fire and Police Commissioners.

For employees covered by a separate collective bargaining agreement, the provisions of that agreement apply in the event of conflict with provisions of the Personnel Manual.

- Notes:
1. In this manual, 1 day shall be equal to 8 hours unless otherwise specified within a particular policy.
  2. The pronouns, "he, him, or his" shall refer to both male and female employees equally.

## **CHAPTER 1 – GENERAL POLICIES**

### ***DECLARATION OF POLICY:***

The General Personnel Policies of the Village of Carol Stream are explained in (Ordinance No. 448, an Ordinance Amending Section 2-100 To Be Known as) "Administrator's Role in Creation of Personnel System." The policy of the Village is that:

"it is the intent of the corporate authorities of the Village of Carol Stream that employment in the Village shall be administered in a manner free of personal political considerations. Just and equitable incentives and conditions of employment shall be established and maintained to promote efficiency and economy in operation of the municipal government. Positions shall be classified and compensated on a rational basis. Appointments and promotions, where possible, shall be based on systematic tests and evaluations. Every effort shall be made to stimulate high morale by fair administration and consideration of the rights and interest of the persons affected and consistent with the best interests of the public and the Village."

### ***MANAGEMENT RIGHTS:***

The Village possesses the sole right and authority to operate and direct the employees of the Village and its various departments in all aspects, including, but not limited to, all rights and authority exercised by the Village prior to the issuance of this manual. These rights include, but are not limited to:

1. The right to determine its mission, policies, and to set forth all standards of service offered to the public.
2. To plan, direct, control and determine the means and places of operations or services to be conducted by employees of the Village.
3. To determine the places, methods, means and number of personnel needed to carry out the Village mission.
4. To schedule and assign work.
5. To direct the working forces.
6. To require and assign overtime.
7. To hire and assign or to transfer employees within the Village organization.
8. To promote, suspend, discipline or discharge.

9. To lay-off or relieve employees due to lack of work, funds or for other legitimate reasons.
10. To make, publish and enforce rules and regulations.
11. To introduce new or improved methods, equipment or facilities.
12. To contract out for goods and services.
13. To establish work, productivity and performance standards.
14. To take any and all actions as may be necessary to carry out the mission of the Village in situations of civil emergency as may be declared by the Mayor or the Village Manager. It is the sole discretion of the Mayor or the Village Manager to determine that civil emergency conditions exist, which may include but not be limited to riots, civil disorders, strikes, tornado conditions, floods or other similar catastrophes.
15. The Mayor and Board of Trustees have the sole authority to determine the purpose and mission of the Village and the amount of budget to be allocated thereto.

***1C. CHAIN OF COMMAND:***

It is the policy of the Village of Carol Stream to follow the chain of command in all administrative actions. The chain of command may only be set aside in cases of extreme emergency, discriminatory harassment (Chapter 1, Section E), workplace violence (Chapter 1, Section O), or most unusual circumstances. Administrative orders will flow from the Village Manager to the department head to the supervisor to the employee.

Employee requests, comments, suggestions, grievances or recommendations will flow from the employee to the supervisor to the department head and ultimately to the Village Manager when appropriate. The department heads will be expected to work with the Employee Relations Director concerning any personnel matter in their departments.

Respect for the chain of command must not be used to unnecessarily hinder normal interaction of departments toward the achievement of the primary mission of the Village government to provide good service to the present and future residents and customers of the Village of Carol Stream.

***1D. POLITICAL ACTIVITY:***

No employee of the Village of Carol Stream shall serve as an elected official of the Village, other than if specifically allowed by law. Any employee who wishes to serve as an elected official shall be required to take a leave of absence without pay upon formal declaration or other evidence of candidacy.

Employees granted leaves of absence shall be aware that all positions in the Village are subject to elimination by re-organization or due to funding constraints. As such, absolute assurances of re-instatement cannot be given.

An employee shall resign from employment with the Village upon appointment or acceptance of an elected office within the Village of Carol Stream. No political activity, including soliciting or campaigning, may occur during working hours.

***1E. DISCRIMINATORY WORKPLACE HARASSMENT:***

**Purpose:** The purpose of this Policy is to establish The Village's commitment to strive to provide a work environment free from harassment, to define discriminatory harassment, and to set forth the procedure for investigating and resolving internal complaints of harassment.

It is critical that all employees treat all other employees with dignity and respect. It is the responsibility of each and every employee, supervisor and department head to make sure that there is no inappropriate behavior occurring in the workplace. Inappropriate behavior that impacts the workplace, or has the potential to impact the workplace will **not** be tolerated.

**Policy:** Harassment of an applicant, contractor, business invitee, customer or employee by any employee on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, age, or other protected characteristic violates this policy and may be in violation of State and/or Federal law and will not be tolerated by the Village of Carol Stream. Likewise, harassment by a Village guest will also be handled under this policy.

Employees found to be participating in any form of job based harassment or retaliating against another employee or Village guest shall be subject to disciplinary action up to and including termination.

**Definitions:** For the purpose of clarification, harassment in violation of this policy includes but is not limited to the following behaviors:

- 1. Verbal Harassment** – Nicknames, derogatory comments, slurs, propositioning, or otherwise offensive words, comments or gestures on the basis of race, status, pregnancy, sexual orientation, gender, age, or other protected characteristic, whether made in general or directed to an individual regardless of whether the behavior was intended to harass. This includes but is not limited to persistent unwelcome flirting, pressure for dates, inappropriate sexually related comments, sexual rumors, jokes, code words and stories.

2. **Physical Harassment** – Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement. This includes but is not limited to uninvited and/or unwanted touching, pinching, patting, grabbing, inappropriate behavior in any area of the Village, or making explicit or implied threats or promises in return for submission to physical acts.
3. **Visual Forms of Harassment** – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures.
4. **Sexual Harassment** – Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for an employment decision, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

**Complaint Procedure:** The Village intends to investigate and resolve any form of discriminatory workplace harassment, sexual harassment or retaliation. To further that end, the following procedure has been instituted for making complaints about conduct in violation of this Policy.

1. All employees are expected to report any suspected harassment (including witnessing suspected harassment of others) by another employee or Village guest to their immediate supervisor, Assistant Village Manager or Employee Relations Director, except where such individuals are the one(s) accused of harassment. In such case(s), the complaint should be reported to the Village Manager. The report may be made initially either orally or in writing, but the Village will seek to document all oral reports before an investigation can be initiated.
2. The Manager informed of the complaint will notify the Employee Relations Department within 24 hours. An investigation of the suspected harassment will be initiated at the direction of the Employee Relations Department, generally within five (5) working days of notification. If necessary, additional supervisory or management personnel will assist in the investigation. The investigation will include an interview with the person(s) who made the initial report and the person(s) toward whom the suspected harassment was directed. Any other person who may have information regarding the alleged harassment may also be interviewed.
3. The individual conducting the investigation is responsible for preparing a written report within ten (10) working days of his notification of the suspected harassment unless extenuating circumstances prevent him from doing so. The report shall include a finding that harassment occurred, harassment did not occur, or there is inconclusive evidence as to whether harassment occurred.

4. Every effort shall be made to keep all matters related to the investigation and various reports as confidential as possible.

Legal Rights Under the Law: Any employee who believes he has been subjected to discriminatory harassment has the right to file a complaint with the Illinois Department of Human Rights, 100 West Randolph Street, Chicago, Illinois 60601; (312) 814-6200 and/or the Equal Employment Opportunity Commission, 500 West Madison, Suite 2800, Chicago, Illinois 60661; (312) 353-2713. The Illinois Human Act provides that complaints harassment must be filed within 180 days of the alleged incident. A complaint with the EEOC must be filed within 300 days of the alleged incident.

Retaliation: It is a violation of State and Federal Law to retaliate against a person because he has opposed that which he reasonably and in good faith believes to be unlawful discrimination, harassment because he has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing.

Any employee who believes he has experienced or witnessed retaliation should report such conduct immediately to his immediate supervisor, the Assistant Village Manager, or Employee Relations Director except where such persons are the ones accused of retaliation. In such case, the complaint should be reported to the Village Manager. The procedures in this policy will also apply to complaints of retaliation.

#### ***1F. SAFETY***

Purpose: To establish Village policy concerning effective loss prevention, and to maximize efficiency by maintaining a safe environment for Village employees, as well as the general public.

To emphasize that effective loss prevention is an integral part of management procedures designed to fully utilize the Village's capital and personnel ensuring maximum use of each tax dollar available.

Continued emphasis on loss prevention techniques, the refinement of work procedures, and safe working conditions has been shown to significantly reduce injuries, property damage and work interruption. Every employee is expected to support and cooperate with the Village's loss prevention program.

Safety adherence and performance will be considered an important measure of supervisory and employee performance evaluations at the Village of Carol Stream.

To control accidents as much as possible through careful planning.

To express to all, that the most efficient and the only acceptable way to perform tasks is the safe way.

**Policy:** It is the policy of the Village of Carol Stream that all employees, make safety a matter of continuing concern, equal in importance with all other operational considerations.

**Reporting procedures:** Any accident must be reported to the immediate supervisor, even if no injury is apparent, immediately, but no later than two hours after the accident and while still at work unless emergency medical treatment prevents him from doing so. Failure to promptly report a workplace accident may lead to discipline. *See Chapter 2, Section D - Reports of Injury and the Loss Control Manual* issued to each employee must be read and followed.

### ***1G. OUTSIDE EMPLOYMENT***

**Purpose:** The Village reserves the right to deny outside employment in an effort to assure that the employee's primary efforts can be fully devoted to the Village of Carol Stream, avoiding any conflicts, between the private interest of the employee and the employee's official responsibilities.

**Policy:** Regular employees of the Village may not be employed in any other capacity without the prior approval of the Department Head and Village Manager. Outside work is defined as any gainful employment other than the performance of official duties including, but not limited to, self-employment, working for another, employment in the management, operation or direction of a private business for profit, including, any direct or indirect financial interest in any such business. Employees wishing to hold outside jobs must apply in writing to their department head for approval using the "outside employment" form.

Outside work will be approved if it does not prevent employees from devoting their primary efforts to the accomplishment of their work for the Village or tend to create conflict between the private interests of the employee and the employee's official responsibility.

An employee shall not be approved to and shall not perform outside work:

- Which will interrupt, interfere with, or suspend the employees' activities during any regularly scheduled work period.
- Which is of such nature that it may be reasonably construed by the public to be the official act of the Village or Department thereof.
- Which involves the use of Village facilities, equipment and supplies except as specifically permitted by the Village Manager.
- Which involves the use of official information not available to the public.

- Which might encourage, on the part of members of the general public, a reasonable belief of a conflict of interest.

While an employee will not be refused authorization to perform outside work solely because the work is of the same general nature as the work the employee performs for the Village, no employee may perform outside work:

- If the work is such that the employee would be expected to do it as part of his regular duties.
- If the work requires approval or review by the municipal department in which the employee is employed.
- If the outside employment interferes with the Village of Carol Stream job effectiveness including preventing response to emergency calls.
- If the work would tend to influence the exercise of impartial judgment on any matter coming before the employee in the course of the employee's official duties.

All requests for outside employment whether approved or disapproved, shall be forwarded to the Employee Relations Department to be placed in the employee's Personnel File.

Any violation of the regulations governing outside employment by an employee may result in termination or other disciplinary action.

#### ***IH. MEDICALLY RESTRICTED EMPLOYEES***

**Purpose:** The Village of Carol Stream strives to maintain a safe work environment for all employees, as well as providing support for individual employees who may be temporarily or permanently disabled.

The purpose of this policy is to support the physical and emotional health of all employees, while continuing to provide expected levels of service to the Village. In addition, this policy demonstrates the Village's continued commitment to state and federal guidelines, including the Americans with Disabilities Act, protecting disabled individuals by not discriminating against individuals on the basis of their handicaps.

As long as employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a threat to themselves or others, employees should be assured that their employment will not be diminished because of a medical condition unrelated to the employees' ability to perform his job duties.



If an employee is unable to work, then he may be eligible for health and disability benefits as specified under health insurance and pension plan documents.

The Village reserves the right to appoint a physician to examine an employee with a medical condition that may affect the employees' ability to work, to determine if this individual is able to work and imposes no threat to himself or to others.

The policy and procedures outlined herein apply to all temporary or permanent disabilities and do not change any existing medical benefits or policies covering sickness or disability.

**Policy:**

**1. *Special Assistance Available*** - To help all employees understand and deal with problems that may arise from life-threatening illnesses, including AIDS, the Employee Relations Director will:

- a) help obtain information relating to questions about these diseases;
- b) assist in referring employees to proper medical resources, agencies and organizations that provide tests, treatment, assistance and support;
- c) discuss assistance and benefits;
- d) consult with the employee along with his Department Head or supervisor about any concerns regarding work related issues;
- e) If appropriate, circulate information available on health related subjects to properly inform employees; and coordinate seminars or other programs for co-workers and departments related to various life-threatening illnesses.

All employees are encouraged to use the Employee Relations Director as a resource person as needs arise.

**2. *Confidentiality***

In every instance, the Employee Relations Director will take every precaution to see that information about an employee's private health information is kept confidential. Department Heads and Supervisors should also recognize that medical information is personal and confidential and take all reasonable steps to assure confidentiality.

**3. *Work Limitation to be Reported***

When an employee learns that he is not able to safely or adequately perform his job due to any health condition, he must notify the Village following the procedures outlined in *Chapter 5, Section B, Sick Leave*. Employees are encouraged to contact the Employee Relations Director for assistance in coordinating applicable benefits and policies affecting an employee facing a life-threatening illness. At any time the Village may request any employee to undergo an immediate physical exam, at the expense of the Village.

Accommodating special work restrictions for an employee with a life threatening illness may be reviewed and considered at the discretion of the Village Manager in accordance with applicable laws and regulations.

**4. *Understanding***

Employees are asked to be sensitive to the needs of a critically-ill co-worker. Continued employment may be beneficial for an employee who is seriously ill but can otherwise fulfill the duties of his position, both for personal and financial reasons.

**5. *Employment Ties to Performance***

As long as an employee is able to perform his job properly and meets the standards set for performance, and as long as medical evidence shows that continued employment does not endanger either the individual, the public or co-workers, an employee with a life threatening illness may continue working. Because life-threatening illnesses may take many years to seriously affect a person's functional abilities, he may be able to work for a long time without any restrictions or problems. These employees are entitled to the same working conditions as others and will receive coverage, where eligible, under our various support and benefit programs. However, if the employee is unable to perform the essential duties of the position at a standard level of performance on a consistent basis or if the employee could endanger himself or others, the employment relationship must be evaluated. In no case will an employee with a life threatening illness be automatically or summarily discharged because of the life threatening illness.

For additional information see *Chapter 5, Section B - Sick Leave, Chapter 5, Section J - Special Leave, and Chapter 6, Group Benefits.*

**Legal Rights Under the Law:** Any employee who believes he has been subjected to discrimination based on disability has the right to file a complaint with the Illinois Department of Human Rights, 100 West Randolph Street, Chicago, Illinois 60601; (312) 814-6200 and/or the Equal Employment Opportunity Commission, 500 West Madison, Suite 2800, Chicago, Illinois 60661; (312) 353-2713.

***II. EMPLOYEE ASSOCIATIONS AND AFFILIATIONS:***

The Village of Carol Stream recognizes that employees may join a labor or employee association, although such membership shall be optional.

Municipal officials, management and confidential employees and any other employee as specified by Illinois Statute are excluded from representation by labor organizations and may not be a member of an employee negotiating or grievance committee.

***1J. SOLICITATION OR DISTRIBUTION OF PRINTED MATERIALS:***

Soliciting by employees for any purpose is prohibited during the working time of the employee who is soliciting and the employee being solicited. This shall include

canvassing, collection of funds, pledges, circulations of petitions, solicitation of members, or any similar activity. "Working Time" means the time when the employee actually is scheduled to work, as opposed to his meal time, breaks, and before and after work.

Solicitation and distribution by non-employees are prohibited at all times on Village property not frequented by the general public.

Employees and non-employees are prohibited from posting non-work related materials or literature that have not been approved by the appropriate Department Head on Village owned bulletin boards.

### ***1K. PERSONAL USE OF VILLAGE EQUIPMENT***

**Purpose:** To maintain all Village owned items for the sole purpose of official Village business, not for personal use.

**Policy:** Village equipment, supplies, tools or vehicles shall not be used for an employee's unauthorized personal use. *See Chapter 1, Section L - Village Vehicle Usage* for more information.

Telephones may be used for limited personal purposes, within reason as determined by the employee's department head, however this is a privilege and not a right. If phone use causes work interference or becomes excessive, the Department Head may restrict phone use. Any personal long distance call must be approved and shall be at the individual employee's expense.

### ***1L. WORKPLACE SEARCH***

**Purpose:** The purpose of this procedure is ensure that all employees understand the Village's legal right to search any and all property owned by the Village of Carol Stream.

**Policy:** Although desks, file cabinets, lockers, vehicles, offices and other storage devices are provided for the use and/or convenience of employees, they remain the sole property of the Village. Accordingly, they and any articles found within them may be inspected by the immediate supervisor or other authorized Village representative at any time. While the Village will ordinarily attempt to make such inspections with the employee's consent or in the employee's presence, the Village has the right to conduct such inspections without prior consent or notice. Inspections shall be conducted with as much privacy as possible.

### ***IM. ACCEPTANCE OF GIFTS OR GRATUITIES***

**Purpose:** The purpose of this procedure is to protect the integrity of the employee and the Village by avoiding situations, which could make the employee obligated to a supplier or contractor, or could be misinterpreted or cause suspicion to be cast upon the Village.

**Policy:** All employees shall avoid accepting gratuities. A gratuity shall be any gift, discount, or benefit which is granted to the employee and is not available to the general public. Under this policy, no employee shall accept a gratuity, unless the gift is non-repetitive and of value less than \$10.00 and is intended as advertisement of a vendor's product. Entertainment received from vendors shall be restricted to "coffee" or an occasional meal or similar activity. Acceptance of small quantities of food may also be allowed for consumption, on the premises by all employees. Any violation of this policy is subject to the discipline procedure and may lead to termination.

### ***IN. VILLAGE VEHICLE USAGE:***

**Purpose:** To assure the safety of vehicle operators and the public, as well as to promote proper care and efficient operation of these vehicles.

**Policy-General Use:** General use: All Village vehicles shall be driven in a safe courteous manner by drivers over the age of eighteen who must possess a valid Illinois drivers license. No one may operate a Village vehicle while impaired due to intoxication, or because of the impairment of drugs (prescribed or otherwise). Village owned vehicles are to be used for conducting official Village business. Personal use of Village vehicles is prohibited with the few exceptions described below.

The driver of a Village vehicle is responsible at all times for not only the safe operation of the vehicle, but also for the safe and lawful condition of the vehicle itself. All drivers must do regular safety checks as defined within their department. Any vehicle faults shall be reported immediately for the issuance of a work order for repair.

Vehicles shall be kept neat inside and outside. Windows and doors shall be closed and locked when not in use. Every precaution must be taken to prevent debris from being blown or falling off of trucks, as well as being discarded by vehicle occupants.

All front seat occupants must wear seat belts. All other laws and regulations must be obeyed. Village employees shall not be accorded any preference by Village or other law enforcement officers. Violations of traffic laws by a Village employee while driving a Village vehicle are subject to review for disciplinary action in addition to normal law enforcement procedures.

No passengers shall be transported in a Village vehicle except when transporting passengers is necessary for conducting official duties.

Vehicles may be used for attending professional and/or governmental association meetings and other meetings, which directly benefit the Village of Carol Stream.

**1. Policy-Assigned Vehicles:**

The Village Manager may assign some Village personnel a Village vehicle. A Department Head may recommend that an employee take a vehicle home overnight on a temporary basis if the needs of the Village so dictate. The Village Manager shall be the SOLE person to authorize a vehicle for overnight use.

Vehicles assigned by the Village Manager may be used by the employee for transportation to and from work, for non-recurring personal errands on the way to or from work (provided these errands are within a reasonable distance on a reasonably direct route between home and work) and may transport other Village employees as long as a reasonably direct route between home and work is maintained.

***10. HOURS OF WORK, REPORTING SICK AND TIME CARDS:***

**Purpose:** To insure proper payment to employees while insuring compliance with rules and regulations of the Village, State and Federal Agencies.

**Hours of Work:** In general the standard working hours are 8 a.m. to 5:00 p.m. Monday through Friday with a one hour unpaid lunch. The Village may from time to time need to restructure the normal workday or workweek for the purpose of promoting the efficiency of municipal government and to meet customer needs.

Flexible work hours/days for non-union employees may be scheduled as long as office operations, service, and availability to the public are not compromised. In addition, because of seasonal or specific departmental responsibilities, these hours and days of work including different tours of duty may be adjusted. At a minimum, Village offices will be staffed from 8:00 a.m. to 5:00 p.m. Monday through Friday, with all "normal" services being offered. The Village Manager must approve any permanent changes in work hours or days.

Department Heads are authorized to establish reasonable lunch and rest periods during each workday. Lunch periods may not be scheduled at the beginning or end of the workday and shall normally be scheduled after the third and before the sixth hour of the workday. The granting of rest periods and the determination of their length and time is discretionary by the department head. These shall be determined by considering departmental operations while complying with applicable state and federal regulations.

Flexible work hours/days must:

- 1) Comply with the Federal and State wage and labor laws.
- 2) Not sacrifice the quality or quantity of services offered to the public. Necessary coverage will be maintained without overburdening other employees.
- 3) Not interfere with supervision or essential interaction with other staff.
- 4) Not necessitate overtime hours or call back pay.

Changes in time that are associated with daylight savings time shall not alter the normal shifts for those employees working shifts and shall be treated as a normal eight hour working shift.

**Reporting Sick:** Those employees unable to report for work due to illness or other emergency shall follow departmental procedures for reporting this. In general employees are asked to phone their direct supervisor as early as possible or at a minimum within 30 minutes of their starting time.

Employees will receive instructions regarding calling in sick including whom to call, what number to call and what time to call. Employees who find they are unable to report for work shall follow the procedures established within their department. If no Departmental procedure exists the employee must provide notification within 30 minutes of their pre-arranged starting time.

**Time Cards:** Department Heads shall provide a time card to each employee for daily recording of working hours including overtime. They shall also be responsible for confirming that hours worked by each employee are accurate. A time card for each employee shall be submitted to the Finance Department as required.

The employee shall sign the time card indicating that the daily hours recorded are reported correctly. Time cards must be signed and submitted for each pay period by the dates announced by the Finance Department. Time cards shall include each day worked, hours worked, any occurrences of absences and the type of absence.

#### ***1P. DRUG-FREE WORKPLACE:***

**Purpose:** The Village of Carol Stream prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance in the workplace and worksites.

It is the goal of The Village of Carol Stream to provide a safe work environment and a healthy, productive workforce as well as to maintain compliance with the Federal Drug Free Workplace Act. On- going compliance with the drug free workplace policy is required by all affected employees.

**Policy:** In establishing a drug-free workplace, it is the Village policy that there will be ongoing drug education about the dangers of drug use and drug use in the workplace. The Village of Carol Stream will assist an employee in utilizing the Employee Assistance Program, if an employee seeks such assistance prior to any misconduct in conjunction with drug abuse. The EAP personnel are qualified professionals who will make confidential assessment and referral for services and treatment for substance abuse and personal problems. The EAP personnel will see employees who are self-referrals for substance abuse and personal problems affecting them, their dependents, and their work performance.

Each employee or job applicant engaged in the direct or indirect performance of a federal contract shall as a condition of employment, be given a copy of this statement and an employment letter stating that the employee agrees to abide by the terms of this drug-free workplace policy statement by signing a copy of the letter and returning it to the Employee Relations Director within ten (10) days of receipt. Failure to comply with the policy provision will result in termination, or in the case of a job applicant, consideration for employment withdrawn.

An employee convicted of any drug statute violation occurring in the workplace shall notify the Village within five (5) days after the conviction. The Village will notify the contracting agency within ten (10) days of receiving such notice from the employee or other actual notice of conviction.

Any employee who violates this prohibition may be subject to disciplinary action, including termination.

Additional information regarding the Village of Carol Stream's Drug and Alcohol policy may be obtained through the Employee Relations Department.

### ***10. POLICY AGAINST WORKPLACE VIOLENCE***

**Purpose:** It is the objective of the Village of Carol Stream to ensure the safety and well being of our workforce. Therefore the Village has established this policy for any violent acts or threats towards any Village employee.

**Policy:** Violence or the threat of violence whether direct or implied, by or against any employee of the Village of Carol Stream is unacceptable and will subject the perpetrator to serious disciplinary action and possible criminal charges.

**Reporting Procedures:** An employee who becomes aware of any threat of workplace violence shall contact either the immediate supervisor or the Employee Relations Director; however, no person shall be required to make a complaint to the person against who the complaint is lodged. The Department Head is responsible to ensure that reports of all incidents known in their department are reported to them and then to the Employee Relations Director. Incidents will be

reported to the Village Manager's Office by the Employee Relations Director or by the Department Head if the Employee Relations Director is unavailable. All incidents will be investigated promptly by the Village and will result in appropriate action being taken.

***1R. VICTIMS' ECONOMIC SECURITY & SAFETY LEAVE (VESSA)***

**Purpose:** To provide employees with leave benefits, when needed, in accordance with the Victims' Economic Security and Safety Act effective August 25, 2003.

**Policy:** Any employee who has been subjected to domestic or sexual violence shall be provided leave during work hours for any of the following:

To seek medical attention for, or recover from, physical or psychological injuries;

To obtain services from victim service organizations;

To obtain psychological or other counseling;

To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase safety from future domestic or sexual violence;

To seek legal assistance or remedies to ensure health and safety, including preparing for or participating in any civil or criminal legal proceeding.

Employees may also take such leave to help a family/household member who is a victim of domestic or sexual violence.

Qualifying employees must notify the Employee Relations Director as soon as possible when requesting time off. While verification is required, the Employee Relations Director will take every precaution to see that all information is kept as confidential as possible. Verification will consist of:

A sworn statement by the employee; **and**

Documentation from an agent of victim services, an attorney, or other professional from whom the employee or their family/household member has sought assistance

**or**

A police or court record

**or**

Other corroborating evidence

Employees are entitled to a maximum of 12 weeks unpaid leave during any 12-month period, provided, where practicable, notice has been given at least 48 hours in advance. Employees may also elect to substitute sick leave, paid personal days, or vacation *if applicable*. This leave is not intended to confer a right to leave



beyond the twelve weeks of FMLA. Where applicable, FMLA time will run concurrently with VESSA leave.

Employees who take leave under this policy are entitled to be restored to the same or equivalent position upon their return that the employee would have if he had been actively at work, however; seniority and other benefits will not continue to accrue during any unpaid leave. Employees are also entitled to continued health insurance on the same terms and conditions as if the employee remained continuously employed. If an employee fails to return from leave, the Village shall recover any and all premium contributions provided by the Village during the leave period.

This policy is intended to be an overview of the VESSA and its key features. To the extent that this policy could be read inconsistently with the VESSA, the Act and its Rules shall supersede. Further details about the Victims' Employment Security and Safety Act are available from the Employee Relations Director.

## **CHAPTER 2 - GENERAL RULES AND REGULATIONS**

### **2A. RESTRICTED SMOKING AREA POLICY:**

**Purpose:** Smoking is only permitted in "Designated Smoking Areas" as outlined below and is prohibited in all other areas of Carol Stream Village facilities.

**Definition:** Smoking is defined as a lighted cigar, cigarette, pipe or any other lit product.

**Policy:** Indoor smoking is prohibited at all Village owned facilities open to the general public. These facilities include the Village Hall, The Public Works Center Administration Building and the Water Reclamation Center Administration Building. Outdoor smoking is further prohibited at the main entrances to these facilities and at the northeast Police entrance to the Gregory J. Bielawski Municipal Center. Designated smoking areas for these facilities shall be located outside the buildings in areas in accordance with State and Federal law and as designated by the Village Manager.

### **2B. EMPLOYEE'S RESPONSIBILITY TO INFORM THE VILLAGE:**

It is the responsibility of each Village of Carol Stream employee to report all changes in name, address, telephone number, marital status, dependents, next of kin and beneficiaries to his immediate supervisor who shall forward the information to the Employee Relations Department for the official record to ensure the accuracy of the employee's record and benefit status. This information should be submitted within one week of the change.

Any employee required to operate a motor vehicle, whose drivers license is suspended, revoked or for other reasons is no longer valid, must report this immediately to his supervisor and will not be allowed to operate any Village motor vehicle. *See Chapter 2, Section C - Driver's License.*

Any employee who normally operates any Village equipment, including motor vehicles who is using a drug, either prescription or non-prescription, during the workday which could impair work performance, must notify his immediate supervisor.

Convictions relating to any drug statute must be reported within 5 days after the conviction. *See Chapter 1, Section N - Drug Free Workplace.*

Any condition relating to the health of the employee, which affects an employee's work performance, preventing standard essential job performance must be reported.

Any employee who becomes aware of either a direct or indirect threat of violence or an act of violence against or from any employee must report the incident immediately to their supervisor.

Any employee who has obtained a court order of protection or any other type of restraining order against another person should notify their Department Head as a safety measure. The Department Head will notify the Employee Relations Director.

*See Chapter 1, Section O Workplace Violence.*

Any workplace accident, regardless of severity, should be reported to the employee's immediate supervisor no later than 2 hours after the accident and while still at work. Adverse consequences to the work environment which result from an employee's failure or refusal to inform the Village as provided above may result in the employee's discipline up to and including discharge.

**2C. DRIVER'S LICENSE:**

To operate any Village vehicle, employees must possess a valid Illinois driver's license for the appropriate vehicle classification required by law or as defined in the job description.

In the event that an employee's driver's license should become invalid, the employee must immediately notify the supervisor. Failure to report loss of driving privilege shall be cause for disciplinary action. No person may operate a Village Vehicle without the proper license.

The Village may from time to time verify the validity of employees' driver's licenses.

**2D. REPORTS OF INJURY:**

Employees who are injured while on duty for the Village must make a report of such injury to their immediate supervisor as soon as possible, but no later than 2 hours after the original incident, and while still at work unless emergency medical care prevents him from doing so.

For all injuries, including those not requiring medical attention, supervisors will notify the Department Head, complete the appropriate Worker's Compensation forms and forward all information to the Employee Relations Office within twenty-four hours.

If an employee is injured to the extent requiring medical attention, he shall be taken immediately to the appropriate medical facility as specified by the Village. In the event the facility physician selected by the Village is not available, the injured employee may be taken to Central DuPage Hospital Emergency Room for treatment. Department Heads shall be responsible for notifying the Village

Manager of all injuries reported by employees under their supervision. For more information also refer to the *Loss Control Manual*.

**2E. CONFIDENTIAL INFORMATION:**

Employees who have access to confidential information through the performance of their job duties are to maintain the confidentiality of such information unless the performance of their official duties requires the information to be disclosed.

Confidential information is to be used only in connection with the legitimate functions of an employee's job duties. Otherwise, the release of confidential information shall occur only with proper authorization. If contacted personally about confidential information, the employee should direct the inquiring party to the supervisor or the Department Head. Failure to comply with this policy may result in disciplinary action including discharge.

**2F. APPEARANCE:**

Employees are expected to be well groomed and dressed in a manner which is suitable to their responsibilities and position. For those employees issued uniforms, or equipment, unauthorized additions to these will not be permitted. Any employee reporting to work dressed and/or groomed in such a way as to be disruptive to routine business or who presents a safety hazard, to himself and/or others, will be required to return home without pay to change into more appropriate attire.

## **CHAPTER 3 - EMPLOYMENT**

### **3A. EQUAL EMPLOYMENT POLICY:**

It is the policy and intent of the Village of Carol Stream to provide equality of opportunity to all persons. No unlawful discrimination for job selections, job assignments, or promotions, not related to a bona fide occupational qualification, shall be exercised in any manner by any Village official, agent or employee against or in favor of any applicant or employee because of political or religious opinion or affiliations, or race, creed, color, national origin, sex, age, ancestry, marital status, sexual preference, unfavorable discharge from military service, physical or mental disability in accordance with applicable Federal and State laws, or other characteristics protected by law. This applies to full or part-time employment, as well as temporary.

Anyone who feels discriminated against because of any of the foregoing reasons may file a complaint with the *Employee Relations Director*, who is in charge of compliance with *EEO policies*.

### **3B. NON-DISCRIMINATION:**

An applicant or employee shall be considered for employment, transfer or promotion, only on the basis of his qualifications as required by the position he seeks or holds, relative to experience, training, fitness to perform the primary duties, abilities, skills, knowledge, personal character, and integrity as a proper representative of the Village of Carol Stream.

### **3C. CITIZENSHIP AND RESIDENCE:**

All employees of the Village of Carol Stream hired after November 6, 1986 must be citizens of the United States or be an alien authorized to work in the United States under the provisions of the Federal Immigration Reform and Control Act. All new employees will be required to submit documents to the Village which establish both the employee's identity and eligibility to work in the United States as required by law.

Although Village employees are encouraged to reside in Carol Stream, residency within the Village or at any specific distance from the Village is not a prerequisite for initial or continued employment unless specifically required in a job description or as specified by the Village Board or as required by the Village Manager for Executive positions.

### **3D. PROHIBITION OF EMPLOYMENT OF RELATIVES:**

For purposes of this section, "relatives" shall mean any person related to a Village officer or employee by blood, marriage or adoption and shall include, but not be limited to: *spouse*, father, mother, stepfather, stepmother, daughter, son, sister, brother, grandmother, grandfather, half brother, half-sister, in-laws or any person residing in the same household of an elected or appointed Village officer or employee.

Relatives of any elected or appointed Village officers or employees are disqualified from holding any compensated, appointed office or employment within the Village government during the term for which such officer or employee is active within Village government, unless the Village Manager shall, following the recommendations of the Department Head, determine that the best interest of the Village shall be served by such employment. Such determination shall be based upon factors including, but not limited to, the unique nature of the position's job requirements, the availability of other qualified candidates for the position, the potential for contact between the applicant and his relative while working for the Village, the potential for undue influence arising from such contact, and the potential for avoiding such contact or influence without adversely affecting the Village's efficiency of operation.

In the event that the status (relationship or employment) of two employees of the Village of Carol Stream changes at any time after their initial employment, and such change results in one relative directly supervising the other, the following shall apply:

One of the related employees may apply for a position in a different Village department for which they are qualified if a vacancy occurs.

In the event that one of the related employees has not been selected to fill a vacancy outside of the department within a period of 3 months, one of the related employees shall be required to terminate his employment.

In the event that neither of the related employees is transferred to a different department or terminates his employment, the related employee with the least seniority shall be terminated by the Village Manager, if both employees remain in the same department at the end of said 3 month period.

### ***3E. EMPLOYMENT STATUS CLASSIFICATIONS:***

Employment status shall be used to determine eligibility for benefits, among other things, and is classified as follows:

#### **Temporary Employment**

Employment for a specific period of time, or for the duration of a specific purpose, project or group of assignments. Temporary employees are ineligible for the general wage adjustment and pay for performance increases. Temporary employees are ineligible for fringe benefits including group insurance and paid time off but are covered under worker's compensation insurance.

#### **Initial Employment**

*See Chapter 3, Section I - The Initial Employment Period.*

### **Regular Employment**

Regular employment is defined as employment not for a specific time or a specific purpose or task. Regular employees are eligible for paid time off, annual wage adjustments and pay for performance reviews. Regular employees who are normally scheduled for 40 hours of work per week will be eligible to participate in group insurance.

Regular Employment can either be:

### **Part-Time Employment**

Employment normally requiring less than 8 hours per day.

### **Full-Time Employment**

Normally requiring 8 hours per day, (with a 40 hour work week).

### **Job Classification Groups**

*See Appendix A - Non Exempt Employees & Appendix B - Exempt Employees and Executive Group.*

### **3F. REJECTION OF APPLICATIONS:**

The Village Manager or his designee may reject any applications for initial employment, promotion or transfer. The reason for such rejection shall include, but are not limited to, the following:

- The applicant is found to lack any of the bona fide occupational qualifications for the position.
- The applicant has been previously employed by the Village and has been removed for cause or did not resign in good standing.
- The applicant has intentionally made a false statement in his application with regard to any material fact, or has practiced, or attempted to practice, deception or fraud in connection with such application.
- The applicant falls under any of the prohibitions listed in *Chapter 3, Section D - Prohibition of Employment of Relatives.*

### **3G. MEDICAL EXAMINATIONS:**

All candidates scheduled for full time employment with the Village of Carol Stream will be required to take an appropriate medical examination specific to their classification, including a drug screen, before employment may begin. Additional medical tests may be required if initial tests dictate.

Unless otherwise noted, the medical examination will be paid for by the Village of Carol Stream. The purpose of this medical examination prior to employment

with the Village of Carol Stream is to insure the selection of job applicants for the municipal service who are initially medically qualified to perform the essential duties required within a Village job classification with or without reasonable accommodation.

Applicants for regular part-time employment with the Village of Carol Stream shall be required to successfully complete a medical examination and drug screen, and meet the medical standards required for a comparable, regular authorized position of the Village of Carol Stream, prior to appointment.

Any Village employee may be required to receive a medical or psychiatric examination, including fitness for duty exam, at any time as it is deemed necessary by the Village Manager. The Village Manager shall select the professional examiner and the Village will cover the expense of this required exam.

***3H. APPLICATION FOR EMPLOYMENT:***

All persons seeking employment with the Village of Carol Stream, with the exception of promotions made by the Board of Fire & Police Commission, shall submit a completed Village of Carol Stream application form. The application shall include complete accurate information relating to experience, training, and other applicable qualifications. Information regarding vacancies, job requirements and other facts relating to employment may be officially obtained only from the Employee Relations Director. Application forms are available from the Village Reception Counter, the Administration Department and from the Employee Relations Department. Applications are kept on file for a period of one year.

***3I. INITIAL EMPLOYMENT PERIOD:***

Village employees classified, as a "regular employee" shall work an aggregate of up to 12 full calendar months, in each position to which appointed, in order to complete the initial employment period. Police Officers or others who may be covered by a collective bargaining agreement are subject to the terms of that agreement if the bargaining agreement specifies a different length of time.

The purpose of the initial employment period is designed to test the qualifications of the employee to perform satisfactorily under actual working conditions. The Village of Carol Stream expects all employees' overall conduct, performance, attitudes and demeanor to be, at a minimum, satisfactory at all times. An initial evaluation of the new employee shall be conducted at the end of the first six months of employment to measure the new employee's performance and appropriateness in the new position. Another evaluation shall be conducted at twelve months of employment. If the 12-month review is satisfactory, the first pay for performance increase may be granted. If this review is unsatisfactory the employee may be terminated. As is true for all at-will employees throughout their employment, any employee may be subject to termination at any point during these first twelve months, for any lawful reason, with or without cause.



Temporary employees should be monitored and if employed longer than a six-month period may also be given a performance evaluation periodically, however, no pay for performance increase is provided to a temporary employee.

**3J. RESIGNATION:**

The Village requests that if an employee chooses to resign, he provides his reason to his immediate supervisor at least ten working days prior to his final workday. At least 15 working days notice (thirty days preferred) is requested prior to a final workday for Executive personnel.

A copy of the letter of resignation or a memo to that effect from the department head must be forwarded to the Employee Relations Director.

A resigning employee will be scheduled for an exit interview and must return the Village ID card, any keys issued as well as any other Village property that they had been issued or had acquired.

Upon notice of termination, all employees receiving pay through the direct deposit system will immediately be converted to a regular paycheck.

An employee who has resigned from Village service and is subsequently re-employed will not be credited with prior service for the purpose of computing the accrual of vacation time, sick time or seniority.

**3K. EXIT INTERVIEW:**

Any time a regular employee permanently terminates employment with the Village, whether such terminations are by retirement, resignation or otherwise, the employee's department head should notify the Employee Relations Director to schedule an appointment for an exit interview. Insurance continuation eligibility will be discussed, as well as other important separation information. The exit interview portion of this discussion is voluntary on the part of the employee and in no way will affect any monies or benefits due to the employee by virtue of the separation. In the event the employee wishes not to participate in an exit interview, the employee should still attend a meeting with the Employee Relations Director to finalize his separation and ensure his understanding of applicable benefit information.

During the course of the Exit Interview, the employee is encouraged to provide input into matters directly associated with his employment with the Village of Carol Stream such as: job satisfaction; Personnel matters; training, both in-house and outside; the employee's impression of the supervision and training they received; compensation; general suggestions as to how to improve the delivery of services to both the employee and the citizens; the employee's reason for leaving.

### ***3L. LAYOFFS AND RECALL***

The Village of Carol Stream retains discretion to determine whether layoffs are necessary. Although not limited to the following, layoffs shall ordinarily be for lack of work and/or lack of funds. Employees will be given as much notice as possible in the event of a layoff.

In the event of reductions in force, employees will be laid off in accordance with Village needs and the employee's ability to perform the remaining work available without further training.

Sworn police personnel not covered by a collective bargaining agreement will be subject to lay off provisions as outlined in the state statutes.

Employees who are laid off shall be placed in a recall list for a period of one (1) year. If there is a recall, employees who are still on the recall list shall be recalled, in the inverse order of their layoff, provided they are presently qualified to perform the work in the job classification to which they are recalled without further training.

Employees who are eligible for recall shall be given fourteen (14) calendar days notice of recall and notice of recall shall be sent to the employee by certified or registered mail, provided that the employee must notify the Village in writing of his intention to return within three (3) calendar days after receiving notice of recall. The Village shall be deemed to have fulfilled its obligations by mailing the recall notice by registered mail, return receipt requested, it being the obligation and responsibility of the employee to provide the Village with his current mailing address.

During the layoff period benefit accrual is discontinued, however insurance coverage for eligible employees is available through the Consolidated Omnibus Budget Reconciliation Act laws and provisions stated in *Chapter 6, Section F - COBRA*.

## **CHAPTER 4. COMPENSATION**

### ***4A. METHODOLOGY IN DETERMINING PAY RANGE:***

Resolution No. 302 adopted by the Village Board in January of 1975 states that "in order to recruit and maintain the best municipal talent in the Chicago metropolitan area, it is the intent of the Village to pay salaries competitive with the top third of all salaries paid for comparable positions in the Chicago metropolitan area consistent with sound economic policies of the Village of Carol Stream". In order to determine comparable positions and the one third pay level for these positions, the Carol Stream pay ranges are compared annually to pay ranges in municipalities of similar size, population, geographical location, service production, governmental structure, and/or socioeconomic make-up. On the basis of information derived from such studies, the Village Manager may recommend changes in the assignment of pay ranges to the Village Board.

In determining their annual levels, the following criteria will be used:

- A. The results of a salary survey.
- B. The financial policies of the Village.
- C. Economic considerations.

Generally no employee will be paid below the minimum set for that employee's pay classification and no employee shall receive an increase that will cause him to be paid above the maximum base rate for that employee's pay classification.

### ***4B. PAY FOR PERFORMANCE:***

In order to insure the highest and best service to the Village residents as well as to further the goals and objectives of the Village as a whole, an effective performance management program shall be established for all regular employees. The objectives of the performance management system are:

To encourage the development of employee performance and to maintain that performance at the highest levels possible.

To recognize various levels of performance and reward employees for that performance through the employee compensation plan.

To be a tool for supervisors in their important administrative role within the Village organization by monitoring their employee's performance and measuring that performance within a fair and effective time frame. To identify the strengths and weaknesses of the individual employee, as well as to establish a constructive means for developing the employee's strengths and for correcting the weaknesses.

To provide a two-way communication link between the supervisor and employee so that positive feedback can be applied to daily activities.

Performance is determined through a formal evaluation process for each regular employee. The evaluation will consider the employee's abilities, training, and service record compared to the levels and guidelines established for the position. The Village of Carol Stream expects all employees' conduct, performance, attitudes and demeanor to be, at a minimum, satisfactory at all times. The work performance of every employee shall be evaluated on an ongoing basis. Formal evaluations will be conducted after six months in a new or initial classification, at one year, and annually thereafter. For the eligible employees, a salary adjustment, based upon performance, shall be considered once annually, on the anniversary date of employment or promotion.

Pay for performance increases (if any) are restricted to amounts, which adjust the employee's salary within the position's established salary range, as determined by the Village Board on an annual basis.

Pay increases for annual performance adjustments for Executive level positions shall be based on the Village Manager's determination of work performance. These are completed at the first anniversary and then each May of following years.

Employees receiving a review that does not meet standard performance levels shall be placed on probation for a period not to exceed three months. During this period, the work record of that employee shall be closely monitored by the supervisor, after which another evaluation shall be conducted for the purpose of reviewing work performance but shall not result in a pay increase. Two consecutive reviews that do not meet standard performance levels may lead to termination. This provision shall not limit the ability of the Village Manager to terminate an employee at any time in the manner permitted by law.

In the event that an employee is dissatisfied with the procedures used in conducting the yearly performance appraisal, an appeal may be filed. The appeal shall be filed by the employee to the supervisor/evaluator in writing after the performance appraisal has been completed, but no later than 7 working days after the final meeting. Failure to file within this time shall waive any rights to the grievance process. The written appeal should state the following:

- 1. The specific reason the employee is dissatisfied with what has taken place in his appraisal.*
- 2. Any written documentation pertaining to their reasons for disagreement.*

Once the written appeal is given to the evaluator/supervisor, the supervisor shall forward a copy of the appeal to the Employee Relations Director, examine the issues presented, discuss the appeal with involved parties and shall provide a written response to the employee within 7 working days, unless undue circumstances prevent a response in such

time period. If the employee continues to be dissatisfied, the employee may submit a written appeal to the Department Head within 7 working days. The Department Head shall examine the issues presented, discuss the appeal with all involved parties and shall provide a written response to the employee within 7 working days. If the employee continues to feel the concerns were not adequately addressed, the employee may submit a final written appeal to the Village Manager. The Village Manager or designee shall consider the facts presented by all parties, may hold a meeting with the involved parties to discuss the appeal and shall provide a written response to the appeal within 7 working days from receipt of the appeal. In all cases the decision of the Village Manager shall be final.

Temporary employees are not eligible to receive pay for performance increases. Performance evaluations may however be conducted periodically for temporary employees but will not result in a pay adjustment.

**4C. SPECIAL ASSIGNMENT PAY:**

Certain positions are recognized to have additional responsibilities that are not otherwise stated in their general job descriptions. Special assignment pay may be requested by the Department Head, and must be recommended by the Employee Relations Director and approved by the Village Manager.

Special Assignment Pay is:

Police Sergeant*	<b>\$131.01</b> Bi-weekly
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These amounts will be reviewed annually and adjustments made as warranted.

Special assignment pay is not guaranteed, is not automatic and may be revoked at the discretion of the Department Head or Employee Relations Director with the approval of the Village Manager.

Special assignment pay shall not become a part of the base salary of the employee for the purpose of calculating overtime, pay for performance increases or lump sum bonuses if applicable. However, it is included for pension and tax purposes. The employees shall receive this amount added to their bi-weekly payroll check only during the period they are approved for this designation.

When a Community Service Technician or Records Clerk is assigned as a Field Trainer, that employee shall be compensated by an additional \$13.50 for each day so assigned. Adjustment to this compensation will be made as warranted.

\*Police Sergeants who receive special assignment pay shall, in addition, be eligible to receive straight time pay for any work required to be performed more than 30 minutes before the start of their shift, or more than 20 minutes following the regularly scheduled end of their shift.

**4D. EDUCATIONAL PLAN, LICENSES & MEMBERSHIPS:**

The Village of Carol Stream is committed to the professional development and education of its employees. In an effort to achieve this goal, the Village will provide financial assistance to all eligible employees for pre-approved educational programs, licenses and memberships according to the guidelines set forth in this policy.

**Educational Plan:** Educational assistance is available to all regular full-time employees when funding is available. All educational programs must be directly related to the employee's present position or work that the employee might reasonably expect to perform for the Village in the future. Prior to enrolling into any individual course or degree program, the employee must submit a written request to the Department Head on the Tuition Reimbursement Form. If the Department Head recommends reimbursement, approval of both coursework and educational institution must also be given by the Employee Relations Director and Village Manager. The Village maintains the right to request additional quotations for similar programs before reaching a final decision.

The Village will reimburse the employee the cost of tuition based upon the following schedule:

Grade of A or B:	100% reimbursement
Grade of C:	50% reimbursement
Grade of D or below:	No reimbursement

For credited courses taken on a non-graded basis, when the grade received is "Satisfactory" or "Passing", reimbursement will be calculated at 50% of eligible costs. Textbooks may be paid for by the employee if they wish to keep the books or paid for by the Village in which case the Village will keep books available for other employees.

Tuition reimbursement will be subject to all Federal and State tax laws where applicable.

**Degree Program:** Employees beginning a directly job-related educational program culminating in a college degree shall submit a written request to the Department Head at least 45 days in advance of commencement of the program. The written request shall include a description of the degree program and requirements, including course names, credit hours and tuition costs, as well as the length of time expected to complete the program.

Approval will be based on job-relatedness of the degree sought and availability of funds. After initial approval, employees should submit to their Department Head a listing of all courses, attendance dates and credit hours intended to be taken towards the degree program for the next 12 months.

The amount of reimbursement per course will be determined as described above. Employees who withdraw from or otherwise fail to complete a course, or who fail to submit appropriate documentation of their grades within six months following course completion will forfeit reimbursement.

Employees who do not remain in active service with the Village for at least two (2) years after completion of a degree, or any courses taken toward a degree, shall repay the Village the full amount of tuition reimbursement.

**Individual Courses:** Full-time employees taking a course or courses directly related to their position, but not necessarily leading to any degree, may be eligible for educational reimbursement for those courses.

Employees shall be limited to one course at a time, however, exceptions to this policy may be considered on an individual basis based upon Village and Departmental needs, employee performance and availability of funds. The amount of reimbursement will be determined as described above. Employees who withdraw from or otherwise fail to complete a course, or who fail to submit appropriate documentation of their grades within six months following course completion, will forfeit reimbursement. If the employee leaves the employment of the Village within two (2) years after completing a course or courses, the employee shall repay the Village the full amount of tuition reimbursement.

**Licenses:** Licenses required by the State, to perform specific tasks, part of normal Village job duties, and as stated in the official job classification, may be paid for in part or in full as determined by the Village Manager.

**Memberships:** Dues for employee memberships in recognized professional organizations as well as subscriptions for professional publications or trade journals, may be paid by the Village, when participation promotes the development of advanced job knowledge.

Payments for dues, licenses, subscriptions or education shall only be made at the request of the Department Head with the approval of the Village Manager. Payments made to the employee will be subject to appropriate tax laws.

#### **4E. OVERTIME:**

##### **I. Non-Exempt Employees:**

The Fair Labor Standards Act (FLSA) requires the payment of time and one-half for all hours worked in excess of forty (40) hours in each week to all employees who are classified as non-exempt under the law. See *Appendix A*. The Village of Carol Stream will pay non-exempt, non-contract employees in 15 minute increments when they are required to work more than 40 hours in one week. Paid time off including sick leave will be considered toward the 40 hours.

**a) Call Back:**

(Emergency Overtime)

When due to the immediacy of Village operations or a breakdown in Village services, employees are required to return or remain in the work place to perform their duties on an overtime non-scheduled basis when emergency overtime arises. The supervisor and the department head that have authorized the overtime must approve emergency overtime as soon as possible. Non-exempt employees called back to work during non-scheduled hours or on non-prearranged work during their off-duty periods, which is not contiguous to their regular workday, will qualify for callback pay. When an employee is called back to duty, he will be paid a minimum of two (2) hours at one and one-half (1-1/2) times his regular hourly rate of pay. This call back time shall start when the employee reports at the assigned work area and shall end when the employee is released from work. Scheduled time resulting in overtime pay is not subject to the provisions of this call back policy.

**b) Court Attendance:**

When a non-exempt, non-sworn employee is required to report to any court or administrative hearing, as a result of an exercise of their duties with the Village of Carol Stream, outside of their regularly scheduled hours of work and in excess of the standard work week, the employee shall be compensated as follows:

- Two (2) hours minimum at and time and one half pay for any hearing as a result of an exercise of their duties on behalf of the Village.

or

- The employee shall be paid at time and one half for all time actually spent while attending court or hearings. No employee shall receive less than a minimum of two hours time and one half pay under this provision.

It is the responsibility of each department head and the Village Manager to control overtime. Prior approval by the Village Manager and/or department head is required before overtime work can be performed. A department head may delegate the authority to a supervisor to approve overtime work within that department. As a general rule, overtime work should only be performed under direction of a supervisor who is classified as exempt or an employee who is acting in a supervisory capacity.

When a non-exempt employee is absent from work (for less than one day) with no paid leave benefit available, the time away from work will be docked. All non-exempt employees must record actual hours worked on their time sheets. This includes both the hours worked within the regular workweek and any additional overtime hours beyond the standard forty, (40) hour workweek. When available, all employees must sign their timecard prior to supervisory review. The supervisor who authorized the overtime must initial time sheets.

The employee's supervisor prior to commencement of the work must approve overtime work. Efforts will be made to balance overtime among qualified



employees. Employees may be required to work overtime when necessary as determined by their supervisor. The Village has the right to schedule overtime work as required in the manner most advantageous to the Village and consistent with the requirements of municipal employment in the public interest. Overtime work, whenever possible shall be distributed equally among qualified employees within a specific job classification who are performing similar work on the same shift.

Failure to report for overtime work when directed by a supervisor acting within established policy and/or direction of the Village Manager may result in disciplinary action being taken against the employee.

## **2. Exempt employees**

Employees working in classifications that are exempt for purposes of the Fair Labor Standards Act are not eligible for overtime pay or compensatory time off. Exempt positions are listed in Appendix B of this manual. Exempt positions are classified in accordance with the law and include: managerial, administrative and professional positions. It is implicit in the nature of the work performed by exempt employees that they may from time to time spend more than forty (40) hours in performing their duties and responsibilities. In general, this extra time has been accounted for in establishment of the pay ranges to which these positions are assigned. Employees working in exempt positions shall perform extra work beyond the standard work week without receiving any additional compensation and are required to work as much overtime as is necessary to properly complete their assigned duties and responsibilities.

Certain supervisory or professional exempt positions may be eligible to receive additional compensation under extraordinary situations such as a civil emergency, when exempt employees may be required to work excessive hours for an extended period of time. Special compensation may be arranged by the Village Manager for those positions involved.

Police Sergeants may claim additional straight time pay or compensatory time for the time beginning 20 minutes following the end of their regular shift. The 30 minutes immediately preceding and the 20 minutes immediately following the Sergeant's shifts are compensated by the awarding of special assignment pay. In addition to special assignment pay, Police Sergeants will receive 1.5 times pay for any call back, hire back or other assignments outside of time spent in regular shift administration (including departmental staff meetings). These payments are in addition to the employee's regular salary.

*See Chapter 4, Section C - Special Assignment Pay.*

## **4F. COMPENSATORY TIME:**

Compensatory time will not be granted in lieu of overtime payment to non-exempt employees; however, certain non-exempt employees as listed below will

be permitted to receive compensatory time in lieu of actual cash overtime payments.

Administrative Secretary, Executive Secretary, Mechanic Supervisor, Records Supervisor, Water and Sewer Supervisor

These positions may qualify for compensation at the rate of one and one half times their regular hourly rate of pay or compensatory time at the rate of one and one half hours for each overtime hour worked. Accrued compensatory time shall be used within the same payroll period it is earned or the pay period immediately following. If the compensatory time is not used, any hours remaining shall be paid to the employee not later than the end of the next pay period. The decision to grant compensatory time in lieu of overtime pay shall be made by the department head and noted on the employee's time card.

**4G. PAY PERIODS:**

The Village of Carol Stream pays on a bi-weekly basis with twenty-six (26) pay periods in a twelve (12) month period. Paychecks are distributed every other Friday. If one of these Fridays falls on a holiday, the paychecks are distributed on the last workday preceding the holiday. Mechanical or human failure may delay paychecks from being delivered normally. Every effort will be made to pay employees promptly. In an effort to encourage increased efficiency, it is recommended that all employees take advantage the Village's Direct Deposit Program. Employees who have questions regarding their paycheck should contact the Finance Department.

**Travel Expenses:** Subject to budget allocations and approval of the Village Manager, travel expenses may be reimbursed to municipal employees attending authorized municipal and or professional meetings and conferences. Such expenses may include registration, transportation, meals and lodging. More information on travel reimbursement can be found in the Administrative Procedures Manual, Operating Procedure #43.

**4H. PROMOTIONS, TRANSFERS, ACTING STATUS:**

**Promotions:** A promotion is any movement from one position to another that has a salary range mid-point approximately 10% higher than the previous position. When an employee is promoted to a non-department head position the entrance rate shall be generally the lowest point in the higher range that will provide an increase of approximately 5-7% for a non-supervisory position, and up to 10% for a supervisory position, over the rate of pay received immediately prior to the promotion. If the promotion is to fill a department head position, the amount of increase is determined by the Village Manager. It is important to point out the factors to be considered in determining the amount of the increasing salary due to promotion. This increase is provided to reflect these major factors:

- increased duties and responsibilities of the new position.
- complexity of new duties over previous duties.

- service length and performance record of the employee in his previous position.
- the year wait from the date of the promotion until the next review for pay purposes.

When an employee is promoted to a supervisory or department head position, the increase will be determined by reviewing the internal equity between the newly promoted person and his subordinates, as well as qualifications for the position. Any promoted employee must be placed within the established minimum and maximum of the new pay range. When the promotion removes an employee from a collective bargaining unit and that employee did not receive any across the board wage adjustment for the current fiscal year due to an expired contract, an adjustment will be applied upon promotion. The adjustment will be the same percentage as the non-union employee's general wage adjustment and will be effective on the date of the promotion. This increase will be calculated with the employee's base rate prior to promotion, after which the promotional increase will be applied.

When an employee (non-union) is recommended for promotion, a performance review is conducted. Salary increases normally associated with the performance review shall be pro-rated based on the length of the time since the last review. This performance review may be a detailed memo from the supervisor and/or department head and shall contain a recommended performance rating which must be approved by the Employee Relations Director and the Village Manager.

As a result of a promotion, the employee's anniversary date will change to the date of the promotion and the employee shall be reviewed thereafter on an annual basis for pay purposes based on the new date. An initial evaluation following promotion shall be conducted at the end of the first six months to measure the employee's performance and appropriateness in the new position. If the rating is satisfactory, then a copy of the evaluation is placed in the employee's file and used as a reference for ensuing reviews. Another evaluation shall be conducted at twelve months of employment. If the 12-month review is satisfactory a pay for performance increase may be granted. In the event the promoted employee does not receive a satisfactory rating as a result of this review, he shall revert to a lower position, if one is available, and the person is qualified for such position. If returned to the position held immediately prior to the promotion he shall receive the rate of pay to which he would have been entitled had the promotion not occurred. Returning to a lower position does not apply to situations covered under the rules of the Board of Fire and Police Commissioners.

**Transfers:** If an employee applies for a promotion or a transfer to a different department, the employee's current department head shall be notified by the employee if selected to be interviewed or tested for the vacant position. If the employee meets the qualifications of the position and is strongly being considered

for the new position, the department head of the vacant position, shall notify the employee's current department head of this consideration.

When an employee from a position in one department transfers to a position in another department within the Village, the promoted employee must remain in his original position until a replacement is hired and trained, unless waived by the Village Manager.

For a lateral transfer, the anniversary date will not change, the new supervisor shall work with the former supervisor to complete an accurate performance evaluation.

**Acting Status:** If a vacancy occurs in an administrative or supervisory position due to: a prolonged illness, resignation, termination, retirement or extended unpaid leave of absence, a qualified employee may be appointed to assume the duties of the vacant position. The employee must be recommended for "acting" capacity by the Department Head, Employee Relations Director and approved by the Village Manager. A pay adjustment may be made in recognition of the increased responsibilities. The "acting" pay increase will be approximately a 5% increase, placing the acting employee's pay at least to the minimum, but not above the maximum pay, in the range of the vacant position. If the employee's anniversary date falls during the "acting" period, the evaluation and any pay increase (including retro active pay) will be delayed until after the acting period, when the employee returns to his regular position. "Acting" pay may be maintained for up to three months after the vacancy is filled, to recognize the training time to be spent with the newly hired individual.

"Acting" pay may be adjusted once begun, only if a general wage adjustment occurs changing the employee's original (regular) rate of pay. The "acting" pay will be adjusted accordingly to maintain the approximately 5% difference between the employee's original (regular) base pay and the "acting" pay.

## CHAPTER 5 – LEAVE POLICIES

### 5A. HOLIDAYS:

The legal holidays for the Village of Carol Stream employees shall be:

New Year's Day	Labor Day
President's Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving
Independence Day	Christmas Eve
	Christmas Day

If one of the above holidays falls on a Saturday, the Village designated holiday shall be Friday and if the holiday falls on a Sunday, the designated holiday shall be Monday unless otherwise determined by the Village Manager. The exception to this affects 24 hour, non-contract shift personnel in the Police Department.

The designated holiday for non-exempt shift employees within any department operating on a 24 hour basis, as well as for Patrol Sergeants, shall be considered to occur on the actual holiday even if the Village offices and other employees observe the holiday on the preceding Friday or following Monday.

Holiday compensation will be paid at an 8 hour straight time rate to regular full time employees. Regular part-time employees will be compensated on a pro-rated basis based upon their normal workday. To qualify an employee must have worked the day before and the day after the holiday, unless the absence is authorized as a scheduled vacation, a verified illness, other verified leave or a regularly scheduled day off. In the event that a non-exempt employee is required to work on one of these designated holidays, he shall be paid at time and one-half times his regular rate for the actual time worked, along with the holiday compensation.

In any department operating on a 24 hour shift basis, where a non-exempt shift employee or Patrol Sergeant is required to work on the actual holiday, the employee will be paid at one and one-half times their regular rate for actual time worked, the employee may "bank the holiday" to be taken as a day off in the future or be paid the holiday compensation in the pay period in which the designated holiday falls. If the holiday falls on a regularly scheduled day off, the employee will be given an alternate day off as that holiday. This must be shown on the time card in which the designated holiday falls.

If a holiday occurs during vacation leave, the employee need not charge that day to vacation leave. If a holiday occurs during an employee's paid approved sick leave that day shall also be paid as a holiday.

Holiday pay will not apply to any employee during an unpaid special leave. *See Chapter 5, Section J - Special Leave.*

All leaves are recorded and officially tracked in the Finance Department.

**5B. SICK LEAVE:**

Sick leave shall be earned, effective from the first day of employment at the rate of one (1) day for each month worked. (In the case of regular part-time employees a "day" shall consist of the customary number of hours normally worked by that employee.)

As a retirement bonus, sick leave of more than one hundred fourteen (114) days shall be converted to vacation pay at the rate of one (1) day of vacation for every two (2) days of sick leave over one hundred fourteen (114) days. Retirement is defined as formal retirement from the Village's service under the provisions of the appropriate pension program and being eligible for pension benefits thereof. The employee may elect to receive said amount in the form of either pay or vacation with pay.

Sick leave may be granted for any of the following reasons:

1. An employee's illness or injury of an incapacitating nature sufficient to justify absence from work. (Note: pregnancy is considered as any other illness or injury under this policy.)
2. If approved by a Department Head, an employee's medical or dental appointment that cannot be scheduled outside of working hours.
3. Absence required by serious illness or disability of a member of the employee's immediate family. Such use of sick leave required by a serious illness of those defined here, may be allowed for up to a maximum of fifteen work days if the employee's presence is medically required. The employee is responsible to provide justification for his absence. Approval for this must be obtained from the Department Head. Note: For purposes of this policy, the immediate family is defined as husband, wife, father, mother, son, daughter, sister, brother, half-brother, half-sister, grandmother, grandfather, grandchildren, next of kin (nearest blood relative) including any relationship arising through adoption provided that the time off is taken for caring for this individual.

A uniform standard by which each employee is evaluated for attendance is used by all Departments. An incidence of sick leave is whenever an employee uses 4 hours or more of sick leave at one time. An acceptable standard for the use of sick leave is 4 incidences in one year. All incidents of sick leave will be recorded on the time card and monitored by the Department.

Notice of absence due to illness or injury shall be given by the employee to the immediate supervisor as far as possible in advance of the starting time for the scheduled work period. At the time of providing this notice, the employee must provide sufficient information in order for the Village to ascertain whether the reason for the absence is a Family Medical Leave Act (FMLA) qualifying reason. If any absence qualifies for FMLA said leave will automatically be applied in concurrence with all paid and/or unpaid time.

In the event sick leave is taken for more than three consecutive days, the employee shall furnish written confirmation of illness or injury signed by a healthcare provider. The Employee Relations Director shall provide to the doctor a detailed list of the daily activities of the employee, to assist in the determination of the employee's work capacity. Said doctor's certificate shall be required for all absences of more than three (3) consecutive days, and in all cases shall include a statement by the doctor as to the employee's physical or mental ability to return to normal duties. The doctor's certificate may also be required during instances of more than three absences for sick leave occurring in any twelve month period or when abuse is suspected or when necessary to verify Family and Medical Leave Act eligibility.

***Special Duty Assignment:*** If an employee is temporarily disabled due to illness, injury or other physically limiting conditions, the Village Manager may authorize a special duty assignment that may be recommended by the Department Head. Special duty assignments if approved must meet these criteria:

- The services are necessary to the operation of the Department/Village
- The services are temporary and have a fixed starting and ending date.
- The services are within the scope of the employee's restrictions as outlined by a physician.
- The services do not displace any other department employee.

Special duty assignments may be made after consideration of the above factors in each individual circumstance. All special duty assignments will be reviewed at 30 day intervals, and cannot exceed 12 months. Assignments will be discretionary by the Village Executive Staff.

#### ***5C. PERSONAL LEAVE:***

Paid personal leave is allowed for all regular employees of the Village. It is acquired at the rate of three (3) workdays per calendar year for full-time employees, with a correspondingly lesser rate for regular part-time employees. Newly hired employees will be compensated on a pro-rated basis based upon the date in which the employee begins his employment.

Personal leave must be used within the calendar year given, and may not be carried over from year to year. Normally employees must request personal leave at least 24 hours in advance and approval from the Department Head or his designee is required. Individual Departments may require written requests or the use of a departmental leave form.

#### ***5D. ADDITIONAL PERSONAL LEAVE – SICK LEAVE INCENTIVE PROGRAM:***

As an incentive for employees, encouraging minimal use of sick leave, an additional 4 hours of paid personal leave (sick leave incentive) may be earned each trimester (Jan-April, May-Aug & Sept – Dec) by meeting all of the following criteria:

- The employee's sick leave usage for the prior two trimesters may not have exceeded four hours total when combining both trimesters.
- The employee must have worked the last two full trimesters.

When an employee meets these criteria, an additional four (4) hours of personal time will be awarded to that employee in the period immediately following the qualifying (two consecutive) trimesters. Regular part-time employees will be compensated on a pro-rated basis based upon their normal workday. These personal hours may be used within one year following their accrual.

**5E. VACATION LEAVE:**

Vacations with pay shall be granted to all regular employees. Vacation for full-time employees will accrue on a bi-weekly basis as follows:

1st year through 4th year	10 work days per year. (3.08 hours bi-weekly)
5th year of employment	15 work days per year. (4.62 hours bi-weekly)
13th year of employment	20 work days per year. (6.16 hours bi-weekly)
20th year of employment	25 work days per Year. (7.70 hours bi-weekly)

(Part-time regular employees have a pro-rated vacation schedule based upon normal scheduled work hours.)

**Maximum Vacation Usage & Accrual:** Vacation leave shall be taken by the eligible employee upon approval of the department head at a time that will not interfere unreasonably with the operation of the employee's department. *Unless otherwise approved by the Village Manager*, employees shall be allowed to carry up to, but not more than, two (2) times their annual allotment:

<i>1st year through 4th year</i>	<i>160 Hours</i>
<i>5th year of employment</i>	<i>240 Hours</i>
<i>13th year of employment</i>	<i>320 Hours</i>
<i>20th year of employment</i>	<i>400 Hours</i>

Vacation time in excess of allowable hours will be forfeited.

Executive positions shall accrue five (5) days vacation leave per year in addition to the vacation schedule set forth above. This additional vacation may also be taken as compensation at the executive employee's election. However; no employee may elect additional vacation if said election results in an overall vacation balance that exceeds the maximum allowable accrual.

Note: Given the additional week of vacation received by executive employees, maximum accrual rates are increased by 80 hours.



**Vacation Accrual During Leaves of Absence Without Pay:** Vacation time credit shall not be accumulated during any leave of absence without pay. In addition, vacation time credit shall not be accrued during an employee's extended illness or during leaves of absence exceeding 30 days.

**Vacation Benefits Upon Termination of Employment:** Compensation for unused vacation at the time of termination, except in the case of retirement, shall be made in a one time payment. When an employee retires from the Village, compensation for unused vacation may be taken either in time or pay. Retirement is defined as formal retirement from the Village's service under the provisions of the appropriate Village pension program and being eligible for pension benefits thereof.

**Vacation Accrual During Layoffs:** Vacation credit shall not be accumulated during any layoff.

**Vacation Scheduling:** Each department head shall establish a vacation schedule for his department sufficiently early in each year so that the department's supervisors can coordinate the vacations within the work program of the department. Vacation schedules shall be arranged so as to minimize disruption of the work to the department.

**Emergency Recall:** In case of an emergency, the Village Manager or Department Head may cancel and reschedule any or all approved vacation leaves in advance of their being taken and/or may call back an employee from a vacation in progress.

***5F. FAMILY & MEDICAL LEAVE:***

***Purpose:*** To provide employees with leave benefits, when needed, in accordance with the Family & Medical Leave Act effective August 5, 1993 ("FMLA").

***Policy:*** You are eligible to take up to 12 weeks of unpaid family/medical leave within any 12-month period and be restored to the same or an equivalent position upon your return from leave provided you: 1) have worked for the Village for at least 12 months, 2) have worked at least 1250 hours in the last 12 months, and 3) are employed at a worksite that has 50 or more employees within a 75 mile radius. The "12-month period" is a rolling period, measured backward from the date a leave is to be taken.

***Reason for Leave:*** If you are eligible, you may take family/medical leave for any of the following reasons: 1) the birth of a son or daughter and in order to care for such son or daughter; 2) the placement of a son or daughter with you for adoption or foster care; 3) to care for a spouse, son, daughter, or parent ("covered family member") with a serious health condition; 4) because of your own serious health condition which renders you unable to perform the functions of your position; 5) because a spouse, child, parent, or next of kin of a covered military servicemember is recovering from a serious illness or injury sustained in the line of duty\*; or 6) because of any qualifying exigency arising out of a spouse, child or parent on active duty or notified of an impending call to active duty. Leave because of reasons "1" or "2" must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the

Village who request leave because of reasons “1” or “2” or to care for an ill parent, may only take a combined aggregate total of 12 weeks leave for such purpose during any 12 month period.

\*Note: Unlike all other leaves, leave because of reason “5” may take up to 26 weeks in a single 12-month period. This military caregiver leave is available during a single 12 month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

You may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If you misrepresent facts in order to be granted an FMLA leave, you will be subject to immediate termination.

**Notice of Leave:** If your need for family/medical leave is foreseeable, you must give the Village at least 30 days prior written notice. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, you are expected to notify the Village as soon as practicable, generally within 1 to 2 business days of learning of your need for leave. The Village has Request for Family/Medical Leave forms available from the Employee Relations Department. You should use these forms when requesting leave.

**Medical Certification:** If you are requesting leave because of your own or a covered family member’s serious health condition, illness or injury, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain a Certification of Healthcare Provider form from the Employee Relations Director. The medical certification must be given within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial or delay of leave. It is the employee’s responsibility, not the healthcare provider’s, to ensure that the Village receives the fully completed medical certification by the deadline. If the Village does not receive a fully completed certification by the deadline (unless there is a legitimate reason for the delay), or if the certification does not confirm an FMLA qualifying condition, the employee’s absences will be treated according to the attendance standards.

The Village, at its expense, may require an examination by a second healthcare provider designated by the Village. If the second healthcare provider’s opinion conflicts with the original medical certification, the Village, at its expense, may require a third, mutually agreeable healthcare provider to conduct an examination and provide a final and binding opinion. The Village may also require medical re-certification periodically during the leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee’s own illness.

**Reporting While on Leave:** If you take leave because of your own serious health condition or to care for a covered family member, you may be required to contact your supervisor on a regular basis regarding the status of the condition and your intention to

return to work. For leaves for other purposes, you may be periodically required to report on your status and intent to return to work.

**Leave is Unpaid:** Family/medical leave is unpaid leave. If you request leave because of a birth, adoption or foster care placement of a child, or to care for a covered family member with a serious health condition, illness or injury, any accrued paid vacation/personal time as well as sick time if deemed medically necessary, must be used in conjunction with unpaid family/medical leave. If you request leave because of your own serious health condition, any accrued paid sick, and vacation/personal leave you have must be used in conjunction with any unpaid family/medical leave. In addition, the Village's short-term and/or long-term disability may apply as part of the 12-week leave period when the leave requested is due to your serious health condition or birth of a child. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.

**Medical and Other Benefits:** During an approved family/medical leave, the Village will maintain your health benefits, as if you continued to be actively employed. If paid leave is used in conjunction with unpaid family/medical leave, the Village will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group healthcare coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the Village for the cost of the premiums paid by the Village for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

**Exemption for Key Employees:** Certain "key" employees (ie: a salaried employee who is in the highest paid 10% of employees at a worksite or within a 75 mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the Village. The Village will notify you if you qualify as a "key" employee, if the Village intends to deny reinstatement, and of your rights in such instances.

**Intermittent and Reduced Schedule Leave:** Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the Village will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Village may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

**Other Applicable Leaves:** FMLA leave will run concurrently with any other applicable leave. For instance, short-term disability or worker's compensation leave will simultaneously designated as FMLA leave as well, if the leave is also FMLA qualifying.

**Returning From Leave:** If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave. You must return to work immediately after the expiration of your approved FMLA leave in order to be reinstated to your position or an equivalent position.

If you take leave because of your own serious health condition, you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification forms from the Employee Relations Director. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until provided.

**Legal Rights Under the Law:** Any employee who believes his rights under the Family Medical Leave Act have been violated may file a complaint with the United States Department of Labor: 1-866-4-USA-DOL.

***5G. JURY LEAVE:***

Any regular employee will be allowed time off with pay for the portion of the employee's work day that overlaps with hours spent on jury duty when said employee is required to serve as a juror at a court of law.

After an employee receives payment from the court for their jury duty, that check must be turned into the Village Finance Department, less mileage reimbursement. No employee may be compensated more than their regular day's pay for their jury time served.

If the jury duty payment is not turned over to the Village, the Finance Department may deduct the jury payment from future paychecks.

***5H. BEREAVEMENT LEAVE:***

A department head may authorize an employee to be absent with compensation for a period of up to five working days due to the death of a member of the employee's immediate family. The immediate family for the purposes of bereavement leave is defined as: Husband, wife, stepmother, stepfather, daughter, son, stepdaughter, stepson, mother, father, sister, brother, stepsister, stepbrother, next of kin, the spouses of any of these, and any "in law" relationship of the above including relationships arising from adoption.

An employee shall be granted one day with pay for death of "other close family members". "Other close family members" shall only include grandparents, grandchildren, uncles and aunts. In the case of grandchildren, up to two (2) additional days may be granted at the discretion of the Department Head with approval of the Village Manager.

All other family members including in-law relationships of "other close family members", non-family members, and any additional time needed for attending funerals

shall be charged to vacation or personal leave. The Village may request the employee to provide proof of death. Normal authorized bereavement leave shall be in addition to sick leave or vacation leave. Any leave used for this purpose must be arranged within 30 days of the death.

Note: For the purposes of Bereavement leave, a workday is defined as the normal number of hours an employee is regularly scheduled to work per day.

**5I. VOTING LEAVE:**

Employees whose work schedule conflicts with polling place hours (6:00 a.m. to 7:00 p.m.) shall be granted two (2) hours off, to vote in any Federal, State, or local general election, if the employee requests the time off prior to the election day. The Village may designate the 2-hour period off to vote.

**5J. SPECIAL LEAVE:**

The Village Manager may authorize an employee to be absent without compensation for special leave where the request for leave does not fall within the scope of any other leave provision in this manual. Special leave requests are subject to the following:

- Leave of absence shall be for a period not to exceed one year.
- All requests for leaves of absence must be made in writing, must state the reasons for the request, must state why the request should be granted, and must have the date when the leave is to commence and terminate.
- The Department Head may recommend that the Village Manager approve or deny such request on the basis of the department's operational requirements, availability of temporary substitute employees, and the work and attendance record of the employee requesting the leave.
- The employee must be an employee with the Village for a minimum of two years to be eligible for a special leave of absence. The individual may not be employed elsewhere during the leave of absence.
- Employees requesting leaves of absences shall be aware of the fact that all positions in the Village are subject to elimination by re-organization or due to funding constraints. As such, absolute assurances of re-instatement cannot be given. If the position is still in existence and is vacant at the conclusion of the leave of absence, the employee shall resume the same status therein. If the position no longer exists, reasonable effort will be made to place the employee in a suitable position as soon as possible. If no position for which the employee is qualified becomes available within six months from the conclusion of the leave, employment will be terminated. An employee who does not return from special leave on the specified date may be terminated.

During the leave of absence, all benefits that were normally accrued are to be frozen until the employee returns to work. Holiday pay will not be available during special leave.

Based upon individual circumstances, the Village Manager may approve continuation of insurance benefits at the employee's cost through the special leave period. The Village Manager will make a determination based upon the circumstances of that employee, as well as the circumstances stipulated in the benefit plans. Any benefits required to be provided by law, through Consolidated Omnibus Budget Reconciliation Act will be applied where applicable.

***5K. MILITARY LEAVE:***

Any employee with the Village who is a member of the military will be allowed leave and entitled to be restored to the same or equivalent position upon their return, as provided by law.

Requests for such leave must be made to the Employee Relations Director in writing and be accompanied by a copy of the official orders.

For further information of leave benefits and rights, please see the Employee Relations Director.

***5L. ADMINISTRATIVE LEAVE:***

A Department Head has the authority to grant Administrative Leave to exempt employees. Any Administrative leave granted by a Department Head should be noted and available for the Village Manager's review.

***5M. ABSENCE WITHOUT LEAVE:***

Absence without leave is defined as any absence in which the employee does not report for work and fails to properly notify his supervisor that he is requesting to utilize accrued leave. In addition, the employee will be regarded as absent without leave if he attempts to utilize leave to which he is not entitled. An employee who is absent without leave for one full day or more, or is absent without leave on more than one occasion during a 12-month period, is subject to termination.

***5N. VOLUNTARY LEAVE DONATION PROGRAM:***

Any regular employees not covered by a collective bargaining agreement with at least 48 hours of accrued personal leave (vacation, personal, merit incentive, sick leave incentive and/or holiday) may be eligible to donate up to 40 hours of this personal leave to another regular employee not covered by a collective bargaining agreement who has a catastrophic illness or injury.

A catastrophic illness or injury is one that is expected to incapacitate the employee for an extended period of time, provided taking extended time off work creates a financial hardship for the employee because all sick leave and other paid time off has been exhausted. Examples may include, but are not limited to, life threatening injury or illness, cancer, AIDS, heart surgery, stroke, etc.

In order to be considered eligible, the recipient employee must provide documentation from a treating physician regarding the illness or injury to the Employee Relations Director. The Employee Relations Director will review each case for eligibility and make recommendation to the Village Manager for approval. Once approved, the Employee Relations Director will post a notice announcing the opportunity to donate leave time when authorized by the recipient employee. In all cases, any specific medical information will remain confidential.

Employees interested in donating time (donors) must complete a "Voluntary Leave Donation Form" indicating the amount of time to be donated and whether or not they wish to remain anonymous. All donated time must be in increments of 8 hours and will be considered on an hour-for-hour basis, regardless of the pay level of the donor and recipient. Once authorized, donated time will be deducted from an employee's accumulated leave and forwarded to the eligible recipient. Any unused donated time will be returned to the donors on a pro-rated basis.

This policy shall in no way extend an employee's time off beyond a total of 6 months unless an exception is made by the Village Manager or is otherwise required by law.

Donations may **not** be made to any employee where the injury/illness is covered under worker's compensation, or results from self-infliction and/or alcohol or illegal drug use.

## **CHAPTER 6. GROUP BENEFITS**

### **6A. HEALTH INSURANCE:**

All regular employees of the Village, who are regularly scheduled to work forty hours per week, are invited to participate in the group health and life insurance program. It is not compulsory for an employee to join the program, however all new employees who wish health insurance coverage will be required to participate in the available Health Maintenance Organization option. Eligible employees hired on or after May 1, 1993 who wish to participate shall contribute 20% for single or single and family group major medical and hospital insurance premiums.

Employees hired prior to May 1, 2010 at a schedule of 30 hours per week or more will also be eligible to participate in the Village's health insurance program as described above.

For eligible employees hired before May 1, 1993, the Village will make single coverage payments at 100%. If family coverage is elected, the employee will pay 20% of the cost of family coverage only.

Further detailed information is contained in the insurance booklets, which are given to each employee. Necessary forms for filing claims, changing HMO Medical groups or for changes in covered dependents can be obtained from the Employee Relations Department.

### **6B. LIFE INSURANCE:**

All regular full-time employees will be enrolled in the Village Life Insurance Plan. The coverage amount is calculated by the employee's classification and is outlined as follows:

- Non-Supervisory Employees = 1 Times Salary
- Supervisory Employees = 1.25 Times Salary
- Executive Staff = 1.5 Times Salary

### **6C. DENTAL INSURANCE:**

All regular employees of the Village who are covered by this manual and are scheduled to normally work forty hours per week are also invited to participate in the group dental insurance plan. If dental coverage is elected, the Village shall pay 100% of the cost for the employee coverage and the employee shall pay 100% of the dependent coverage for dental insurance.

Employees hired prior to May 1, 2010 at a schedule of 30 hours per week or more will also be eligible to participate in the Village's dental insurance program as described above.



**6D. WORKER'S COMPENSATION:**

Worker's Compensation Insurance is paid for by the Village of Carol Stream, and is available without a payroll deduction to each employee. Details of employee coverage under the Illinois Worker's Compensation and Occupational Diseases Acts are available in the Assistant Village Manager's Office. Please note that all claims arising out of an accident or injury, which are covered under Worker's Compensation Insurance, are not payable through the group Insurance Plan.

All accidents or injuries must be reported as outlined in Chapter 2, Section D – Reports of Injury. More detailed information regarding safety and accidents is found in the *Loss Control Manual*. Questions regarding Workers Compensation should be addressed to the Assistant Village Manager's Office.

**6E. EMPLOYEE ASSISTANCE PROGRAM (EAP):**

The Village recognizes that there are many internal and external factors that influence an employee's job performance including family or marital crises, substance misuse or abuse problems and other forms of mental and physical stress. It is to the advantage of both the employee and the Village to deal effectively with factors that can adversely affect an employee's well being possibly resulting in deterioration of performance and productivity. The Village of Carol Stream Employee Assistance Program will provide confidential counseling and referral services to those employees who seek assistance or advice about coping with a particular situation, which could affect their job performance. The Village of Carol Stream Employee Assistance Program is available to all regular employees and their dependents. This is a strictly confidential service. More information can be obtained through supervisors or the Employee Relations Director.

**6F. COBRA - Continuation of Group Health Insurance Benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).**

Under the provisions of COBRA, employees and their dependents may elect to continue their group health and dental insurance coverages upon the occurrence of one of the following events:

If an employee's employment terminates for any reason other than gross misconduct.

If an employee's working hours are reduced (including during certain leaves) and he is no longer considered eligible for coverage under the plan.

If an employee should die leaving dependents.

If an employee becomes eligible for Medicare and his dependent(s) is no longer considered eligible for coverage.

If an employee's dependent child no longer meets the definition of an eligible dependent under the plan.

The employee or dependent is responsible for notifying the Village that one of the qualifying events has occurred. The employee or dependent may be responsible for paying up to 102% of the insurance premium as provided by law. Coverage may be continued for *18 months or longer in certain circumstances provided by COBRA*. The employee and dependent(s) have up to sixty, (60) days from the date that coverage would end, due to the occurrence of one of the qualifying events, to inform the Village that they wish to continue any of the group health benefits.

COBRA also provides that continuation coverage will end for any of the following reasons:

1. The cost of continued coverage is not paid on or before the date it is due.
2. The covered person becomes entitled to Medicare.
3. The plan terminates for all employees.

More information about COBRA is available through the Director of Employee Relations.

***6G. INSURANCE UPON RETIREMENT:***

Employees who are fully qualified to receive pension or disability benefits (IMRF or Police) may qualify for continued individual or dependent group health insurance coverage. Detailed information concerning eligibility for continuing health insurance benefits is available from the Employee Relations Director.

Insurance eligibility can only be continued if the retiring employee assumes the cost of the entire premium. Retirement is defined as formal retirement from the Village's service under the provisions of the appropriate Village pension program and eligibility for pension benefits there from. This provision is also subject to the Consolidated Omnibus Budget Reconciliation Act. *See Chapter 6, Section F - COBRA.*

***6H. ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF):***

All employees, working at least 1000 hours per year, are required to participate in IMRF, except sworn personnel of the Police Department who are participants in the Village of Carol Stream Police Pension Fund. Upon termination of employment, application may be made to IMRF for a refund if the employee has not yet qualified for retirement benefits. Employees should note that applicable tax laws would apply to this refund. If the individual becomes employed by another municipality or agency under IMRF, employee contributions are automatically transferred. Social Security contributions are made in addition to the appropriate pension plan contributions. Further detailed information on IMRF is contained in the pamphlet given to each new employee and is available in the Employee Relations Department.

**6I. POLICE PENSION FUND:**

Sworn personnel employed by the Village of Carol Stream Police Department are invited and encouraged to participate in the Police Pension Fund. The rate of deduction of the employee's gross salary under this retirement is set by state statute. In addition, sworn personnel are covered under the Federal Social Security Act (FICA).

**6J. LEAVE CONVERSION UPON REQUIREMENT:**

Upon retirement, employees will be compensated for all accrued vacation, personal and holiday leave, as well as 50% of any accrued sick leave over one hundred fourteen (114) days. This payment may be taken as either one final payment, or as a lump sum contribution to the Village's 457 plan not to exceed the IRS allowable amount. *Employees selecting the 457 option must make this contribution prior to their last day of employment.* In cases when the monetary amount exceeds the IRS allowable amount for contribution, the employee will receive the remainder in one final payment.

As an additional option, employees who have worked for the Village of Carol Stream for twenty (20) years or more, and are retiring under a formal retirement program, may elect to spread their final payment over no more than the final four (4) months worked as compensation. Employees making this election must provide at least 60 days prior notice of retirement to include an official retirement date.

**6K. DEFERRED COMPENSATION PROGRAM:**

All regular employees of the Village shall have the option of participating in the International City Management Association Retirement Corporation's Deferred Compensation Program (457). The Retirement Corporation provides a deferred compensation plan contribution which can be directly deducted from the employee's payroll check. Information is available in the Finance Department or Employee Relations Department.

## CHAPTER 7 - DISCIPLINE

### 7A. CAUSES FOR DISCIPLINARY ACTION:

In order to insure equitable and consistent application of disciplinary procedures, the following guidelines have been established. (Disciplinary procedures as detailed in the collective bargaining agreements supersede these guidelines). The key in selecting which disciplinary action to implement is that the consequence must be handled according to the seriousness of the offense, given the circumstances and the employee's past work record. In discipline, the supervisor must consider all factors. The need for a uniform discipline policy is two-fold.

It protects the employee from unjust disciplinary action.

It protects the employer from accusations of unfair disciplinary action by documenting a series of progressive measures. This article shall not limit the ability of the Village to take actions regarding employees caused by the lack of work or a change in Village policies or finances.

The Village of Carol Stream expects all employees' overall conduct, performance, attitudes and demeanor to be, at a minimum, satisfactory at all times. Each of the following circumstances is sufficient cause for disciplinary action against an offending employee. The illustrations of offenses listed are not intended as a complete inventory of what can occur in the work environment; such a list would be limitless, but it is to serve as a guide in determining appropriate action.

- Intoxication *or* being under the influence of illegal drugs while on duty, the use of non-prescribed drugs, or use of prescribed drugs that could impair the employee's performance without notifying the supervisor, while on duty.
- Any act of sexual harassment *in violation of the Village's anti-harassment policy*.
- Negligent destruction or loss of property.
- Theft or willful destruction of property.
- Any act which endangers the safety, health, or well being of another Village employee or guest which is of sufficient magnitude that the consequences cause, in whole or in part, disruption of work or discredit to the organization.
- Any act of violence including any threats of violence.
- Incompetence or inefficiency in the performance of the duties of the position. The term "incompetence" shall mean a lack of ability, knowledge or fitness to perform duties, which are reasonably within the scope of employment. The term "inefficiency" shall mean the performance of the duties of the position at a level lower than the level ordinarily expected of other employees in similar positions. At

the same time the deficiencies and/or offense are noted, a timetable may be placed in writing by which the individual must improve performance to an acceptable level. The use of a timetable is not appropriate where the employee's actions are of such serious impact that dismissal is likely to occur within a short time.

- Failure to perform the duties of the position because of neglect or fatigue.
- Inappropriate behavior such as sleeping during work time.
- Insubordinate actions, including willful disobedience of a rule, order or directive.
- Falsification or fraud in securing employment.
- Falsification or false representation of events or documents by the employee in the course of their employment.
- False representation to a superior as to the quality and/or quantity of work performed.
- Obtaining or revealing confidential information in any unauthorized manner.
- Operating a Village vehicle recklessly or without an appropriate valid driver's license.
- Bringing a weapon onto Village premises or while performing Village work, other than specifically required to perform one's job duties.
- Soliciting donations, gifts or other valuable things for any personal purpose during work hours (the employee also shall not sell any items or solicit any goods, services or products). During non-working hours, no individuals, by representing to the public that they are a Village Employee, shall solicit any donation, fee, gift or other valuable thing for any personal gain. Also, the employee by representing to the public that they are a Village Employee during non-working hours shall not sell any item or solicit any goods, services or products.
- Unauthorized use of Village property or services of other employees for unauthorized purposes.
- Absence without leave, the use of sick leave or any leave of absence in an unauthorized manner, a record of excessive absence including excessive tardiness. Engaging in unauthorized outside employment when on leave.
- Absence from workstation not authorized by the supervisor.

- Any knowledgeable act of unlawful discrimination or harassment by a Village employee on the basis of sex (including sexual harassment), age, religion, ethnic origin or disability or other protected category in violation of the Village's policy.
- Failure to obey safety rules or to use required safety equipment.
- Any other activity, which is not compatible with good public service, shall be handled using the definitions below as guidelines for appropriate action.

**7B. FORMAL DISCIPLINARY MEASURES:**

Every stage of disciplinary action should be documented. A form, the "Disciplinary Action Notification" may be used to record any step in the disciplinary action process, which follows.

**Oral Reprimand:** Unless the severity of the action requires a stronger or more direct response, the first course of disciplinary action is an oral reprimand given by the supervisor or the Department Head. Although an oral reprimand shall not be kept in the personnel file, the department should keep record of such action.

**Written Reprimand**

*or*

**Written Notice:** Unless the severity of the action requires a stronger or more direct response, the second step in the disciplinary procedure is a written notice issued to the employee by the supervisor or Department Head. A notice of disciplinary action form may be completed which will include a description of the incident for which the warning is issued, an outline of the circumstances surrounding the incident, and any written comment the employee wishes to include and shall be placed in the employee's personnel file. The employee shall be given an opportunity to sign indicating receipt of such a written reprimand. Failure to sign will be noted.

**Suspension:** A suspension, or temporary separation from the Village service without pay, is the third course of disciplinary action. Discipline at the level of suspension or above must be recommended by the Department Head, with approval by the Village Manager. When a suspension is enacted, the Department Head taking such action will provide written documentation, with a copy placed in the employee's file.

Exempt employees, in accordance with the Fair Labor Standards Act and Illinois Minimum Wage Act, are subject to unpaid partial week disciplinary suspensions only for safety violations of major significance.

An employee who is arrested and charged with criminal offense may be suspended by the Village Manager pending final disposition of the case.

**Demotion:** Employees may be demoted or assigned to less responsible work, when their work has not been satisfactory or for other reasons affecting their work, but if not so serious as to warrant dismissal. A reduction in salary shall accompany such demotion.

When a vacancy exists in a lower class for which the employee is qualified, the Department Head, with the approval of the Village Manager, may place the employee in the vacancy. When no such vacancy exists, the Department Head shall notify the Village Manager and the employee will be terminated without prejudice to be rehired if he applies and is selected for a vacancy in the future.

**Dismissal:** The final course of disciplinary action is utilized only as a means of insuring high quality public service to the community. Whenever the actions or attitudes of an employee seriously conflict with the policies, rules and practices of the Village, the Department Head may recommend the dismissal of an employee. The Village Manager must approve all dismissals.

If a situation arises that in the opinion of the supervisor necessitates immediate disciplinary action for safety and protection of public property, and if the Department Head or Village Manager is not available, then the supervisor has the authority to order the offending employee to immediately leave the job site until review of the situation is completed by the Department Head or Village Manager. The supervisor shall, however, inform the offending employee of the reason why the order is being made and shall accord the employee some opportunity to respond to the order to leave the job site.

Whenever a disciplinary action is to be taken against a regular employee of written reprimand or greater, the employee shall be advised in writing by the Department Head of the violations and the discipline that will be administered. The Disciplinary Action Notification form may be used which contains this statement. A meeting will then be scheduled with the employee to discuss the discipline and the employee will be given the opportunity to respond to allegations against him.

In the case of a suspension, demotion, or dismissal, the employee is advised, in writing, that he may appeal the action in accordance with *Chapter 8, Grievances*. The procedure for appealing suspensions and dismissals for sworn personnel is contained in the Rules and Regulations of the Village of Carol Stream Board of Fire and Police Commissioners. A grievance review shall be limited to two areas:

The facts used in determining whether an incident occurred requiring disciplinary action.

The process used in disciplining the employee once the act occurs.

## **CHAPTER 8 - GRIEVANCES**

### **8A. DEFINITION:**

Employees are encouraged to promptly discuss with their supervisor any work related problem. It is the desire of the Village of Carol Stream to encourage open, informal communication between Supervisors and their staff. All levels of employees are encouraged to discuss any misunderstandings as they arise. However, it is recognized that there may be certain issues that may not be resolved in this manner; therefore formal written procedures have been established.

A grievance for the purposes of this section is defined to mean any complaint arising out of his employment, other than for employees whose collective bargaining agreement contains a grievance process.

A grievance may not, however be filed regarding a decision rendered by an administrative official in the area of management rights as defined in *Chapter 1, Section B - Management Rights*. For sworn police personnel in matters of discipline, the appeal procedures are contained in the *Rules and Regulations of the Carol Stream Board of Fire and Police Commissioners*. State Statutes may also apply.

The Employee Relations Director may discuss the appeal process procedures with the employee and/or his supervisor. In certain very unusual circumstances it may be justified for the employee to talk to the Employee Relations Director initially about the situation without penalty or repercussion from the supervisor or department head.

All employees should understand that circumstances, which give rise to a grievance, should not exempt the employee from the responsibility of completing an assigned task.

### **8B. PROCESS:**

When an employee wishes to exercise the right to initiate the process, the following procedure shall be implemented:

#### **Step 1: To Direct Supervisor**

The employee may file a written grievance. The grievance must be made within seven (7) working days after the aggrieved actions occur. Failure to file within this time shall waive any rights to the grievance process.

- The initial grievance is directed to the immediate supervisor.
- The initial grievance shall include sufficient documentation about the reasons for the grievance.



- The grievance shall include the specific section of the personnel manual, which the employee believes to be violated if applicable.

The supervisor shall be responsible for:

- making inquiry into the facts and circumstances of the grievance
- for providing the employee with a written decision within seven (7) working days after receipt of the grievance.
- provide a copy of above to the Department Head and the Employee Relations Director.

If the Department Head initiated the action being grieved, Step 1 shall not apply and the procedure may start with Step 2.

If the grievance involves suspension, demotion or dismissal, the procedure may start at Step 2. In cases where the Village Manager determined a dismissal, suspension, or demotion, the grievance may be made directly to the Village Manager - Step 3.

### **Step 2 - To Department Head**

If the employee is dissatisfied with the response from his immediate supervisor or if a response is not received within seven (7) days, the employee may present the grievance to the Department Head. This action shall be made in writing to the Department Head and shall include all documents from Step 1.

The Department Head shall review the grievance and may conduct a separate investigation. The Department Head will render a written decision within 7 working days of the receipt of the employee's grievance.

A copy of this decision shall be provided to the Employee Relations Director and the employee involved.

### **Step 3 - Final Appeal to the Village Manager or Designee**

If the employee is not satisfied with the Department Head's response or if a response is not received within seven (7) working days, the employee shall have the right to *grievance* in writing within seven (7) working days to the Village Manager.

The Village Manager or his designee shall review the matter with the appealing employee within ten (10) working days. All information obtained in the previous steps will be examined, as well as other information gathered by

the Manager or his designee. After such a meeting the Manager will make a decision within fifteen (15) working days. The Manager's decision concerning all grievances shall be final.

Throughout the process, either party may request an extension for additional time to review the facts of the case, but the process shall not be unreasonably delayed.

Under certain unusual circumstances a grievance may be presented directly to the Village Manager after consulting with the Employee Relations Director. Every effort must be made, however, to follow the formal grievance process as described here.

## **APPENDIX A**

### **NON-EXEMPT (from overtime) CLASSIFICATIONS**

ACCOUNTS CLERK  
ADMINISTRATIVE SECRETARY  
ASSISTANT RECORDS SUPERVISOR  
ASSOCIATE PLANNER  
BUILDING MAINTENANCE EMPLOYEE  
BUILDING MAINTENANCE SUPERVISOR  
CODE ENFORCEMENT OFFICER  
COMMUNITY SERVICE TECHNICIAN  
CRIME PREVENTION SPECIALIST  
ENGINEERING INSPECTOR  
EVIDENCE CUSTODIAN  
EXECUTIVE SECRETARY  
GARAGE SUPERVISOR  
INVESTIGATIVE AIDE  
MECHANIC  
POLICE OFFICER  
PUBLIC WORKS CLERK  
PUBLIC WORKS EMPLOYEE I  
PUBLIC WORKS EMPLOYEE II  
PUBLIC WORKS EMPLOYEE III  
RECORDS CLERK  
RECORDS SUPERVISOR  
SECRETARY  
TRAINING COORDINATOR / BUDGET ANALYST  
WRC CLERK  
WATER & SEWER SUPERVISOR  
WATER & SEWER EMPLOYEE I  
WATER & SEWER EMPLOYEE II  
WATER & SEWER EMPLOYEE III

## **APPENDIX B**

### **EXEMPT (from overtime) & EXECUTIVE CLASSIFICATIONS**

ACCOUNTANT  
ASSISTANT FINANCE DIRECTOR  
ASSISTANT VILLAGE ENGINEER  
ASSISTANT TO VILLAGE MANAGER (E)  
ASSISTANT VILLAGE MANAGER (E)  
CHIEF CODE ENFORCEMENT OFFICER  
CHIEF OF POLICE (E)  
CIVIL ENGINEER I  
CIVIL ENGINEER II  
COMMUNITY DEVELOPMENT DIRECTOR (E)  
CRIME ANALYST  
DEPUTY POLICE CHIEF  
EMERGENCY MANAGEMENT COORDINATOR  
EMPLOYEE RELATIONS DIRECTOR (E)  
EMPLOYEE RELATIONS COORDINATOR  
ENGINEERING SERVICES DIRECTOR (E)  
FINANCE DIRECTOR (E)  
INFO SYSTEMS COORDINATOR  
LIEUTENANT  
MAINTENANCE SUPERINTENDENT  
PUBLIC WORKS DIRECTOR (E)  
PUBLIC WORKS ADMINISTRATIVE ANALYST  
SERGEANT  
STREETS SUPERINTENDENT  
SOCIAL SERVICES DIRECTOR  
SOCIAL WORKER  
VILLAGE PLANNER

**(E) Indicates Executive Group.**

*Village of Carol Stream*  
Interdepartmental Memo

**TO:** Joseph Breinig, Village Manager  
**FROM:** Stan W. Helgerson, Finance Director *SWH*  
**DATE:** March 26, 2010  
**RE:** Extension – Banking Services Contract

Following a formal Request for Proposal (RFP) process, the Village Board awarded the contract for “core” banking services to Charter One Bank, for the period May 1, 2008 thru April 30, 2011. The contract did not allow for any increases during this three-year period. The contract also included the option of extending the contract for an additional 3 years, dependent upon the services received and any proposed cost increases. I contacted our representatives from Charter One to see if they would be interested in a contract extension. Attached is their response. They are proposing to extend the contract for an additional 3 years with no increase in the fees. Staff has been very satisfied with the performance of Charter One Bank and also with Fidelity Information Services, the third party vendor who we are using as our lockbox processor. Therefore, I would recommend that the Village Board extend the “core” services banking services agreement with Charter One Bank for an additional 3 years with no increases in the fees.

If you have any questions, please see me.

March 22, 2010

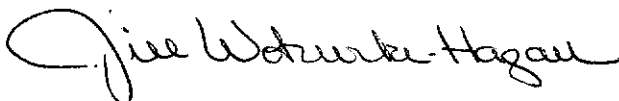
Mr. Stan Helgerson  
Village of Carol Stream  
500 N. Gary Avenue  
Carol Stream, IL 60188

Dear Stan,

Please accept this letter as confirmation that Charter One Bank wishes to extend the Banking Services Agreement for an additional three year term. This extension shall be on the same terms and conditions as the original Agreement with all specified fees remaining fixed until April 30, 2014.

We would like to thank you for the opportunity to continue to work with the Village of Carol Stream and look forward to a long-term relationship.

Sincerely,



Jill Wokurka-Hagan  
Vice President, Government Banking  
RBS Citizens N.A. d/b/a Charter One Bank

*Village of Carol Stream*  
Interdepartmental Memo

**TO:** Joseph Breinig, Village Manager  
**FROM:** Stan W. Helgerson, Finance Director *SWH*  
**DATE:** March 26, 2010  
**RE:** Closing of the Escrow Account for the Carol Point TIF District

When the Carol Point TIF was closed and terminated on October 31, 1999, it was recommended by DuPage County Clerk's Office that an escrow account be established in case there were any tax objections. It was determined that the escrowed amount should be \$100,000. In checking with the County Clerk's Office, we have been told that all of the tax year's that were in question have been closed by the County so therefore, we can release the escrow funds. The release of the escrow funds will need to be made by the Village. Staff worked with the County Clerk's Office to determine what the allocation should be. Attached is the allocation/distribution that needs to be made. I would recommend that the Village Board approve the closing of the Carol Point TIF District escrow and authorize staff to make the payments to the districts as listed.

If you have any questions, please see me.

Village of Carol Stream  
Schedule to Distribute Carol Point TIF Escrow

<u>Taxing Body</u>	<u>Distribution Amount</u>
DuPage County	2,192.74
DuPage Forest Preserve	1,698.43
DuPage Airport Authority	225.33
Bloomington Township	963.28
Bloomington Township Road District	670.36
Village of Carol Stream Road	336.59
Village of Carol Stream Library	3,398.26
Village of Carol Stream Park District	5,261.45
Village of Carol Stream Fire District	8,068.22
Grade School District 93	51,321.70
High School District 87	23,247.00
College of DuPage	2,616.64
	<u>100,000.00</u>

Source: Information was received from DuPage County



1999-11-60

VILLAGE OF CAROL STREAM  
500 North Gary  
Carol Stream, IL 60188

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ORDINANCE NO. 99-11-60

AN ORDINANCE AMENDING ORDINANCE NO. 99-08-47  
PERTAINING TO DISSOLUTION OF  
THE CAROL POINT TIF DISTRICT

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ADOPTED BY THE MAYOR AND BOARD OF TRUSTEES  
OF THE VILLAGE OF CAROL STREAM  
THIS 1<sup>ST</sup> DAY OF NOVEMBER, 1999

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Published in pamphlet form  
by order of the President  
and Board of Trustees of  
the Village of Carol Stream,  
County of DuPage, Illinois  
this 11th day of November, 1999.

**ORDINANCE NO. 99-11-60****AN ORDINANCE AMENDING ORDINANCE NO. 99-08-47  
PERTAINING TO DISSOLUTION OF THE  
CAROL POINT TIF DISTRICT**

WHEREAS, the corporate authorities adopted Ordinance No. 99-08-47 on August 2, 1999, which Ordinance dissolved the Carol Point TIF District and the Special Tax Allocation Fund ("Fund") for the Carol Point Redevelopment Project Area established in 1990; and

WHEREAS, said Ordinance also provided for \$25,000.00 from the Fund to be withheld and set aside in an escrow called the Carol Point TIF Escrow Account in order to satisfy possible tax objections before the surplus monies remaining in the Fund shall be sent to the County for distribution to the affected taxing districts as required by the TIF Act; and

WHEREAS, in light of information received by the Village from the County Clerk's office, the corporate authorities have determined it is necessary to increase the monies on deposit in the Carol Point TIF Escrow Account from \$25,000.00 to \$100,000.00 to accommodate the increase in tax objections and possible payments to be made as a result of said objections; and

WHEREAS, Ordinance No. 99-08-47 provided that the Fund would be closed and terminated on October 31, 1999, but it was necessary to keep said fund open until the passage and implementation of this Ordinance amending Ordinance No. 99-08-47; and

WHEREAS, following the allocation of the amount of \$100,000.00 to the Carol Point TIF Escrow Account, the remaining monies in the Fund, deemed to

be surplus, shall be or have been remitted to the County for distribution to the affected taxing districts.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DUPAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: The recitals to this Ordinance are hereby incorporated herein as findings of the corporate authorities.

SECTION 2: The amount of \$100,000.00 shall be deposited into and maintained in the Carol Point TIF Escrow Account until such time as it is no longer necessary to maintain such funds for disbursement to qualified tax objectors pursuant to court order.

SECTION 3: Any and all actions that may have been taken prior to the date of adoption of this Ordinance are hereby deemed to have been necessitated by pending tax objections and are hereby ratified.

SECTION 4: All other provisions of Ordinance No. 99-08-47 shall remain unchanged and continue in full force and effect.

PASSED AND APPROVED THIS 1<sup>ST</sup> DAY OF NOVEMBER 1999.

AYES: 5 Trustees Pugh, DeLonay, Fenner, Shanahan and Vinson

NAYS: 0

ABSENT: 1 Trustee Stubbs

Thomas R. Vinson  
Thomas Vinson, Mayor Pro-Tem

ATTEST:

Janice Koester  
Janice Koester, Village Clerk

*Village of Carol Stream*  
Interdepartmental Memo

**TO:** Mayor and Board of Trustees  
**FROM:** Stan W. Helgerson, Finance Director *SH*  
**DATE:** March 16, 2010  
**RE:** Extension of Audit Service Contract

The contract with Sikich for auditing services will expire at the completion of the FY10 audit. Sikich has been the Village's auditor for the past 15 years. I requested a proposal from them for a 3-year extension and have attached it to this memo. They have proposed a fee of \$23,730 for FY11, which is the same fee that they charged for the FY10 audit. The fee for FY12 would be \$24,205 (+ 2%) and FY13 \$24,931 (3%).

If the Village receives more than \$500,000 in grants in any one fiscal year, we would be subject to the requirements under OMB circular A-123 (single audit). If that were to occur, there would be an additional annual fee of \$4,445/\$4,534/\$4,670.

Staff has found Sikich very easy to work with and very professional. They are accessible throughout the year to answer any questions that may come up. It is my recommendation that the Village Board approve the 3-year extension to the auditing services contract with Sikich.

If you have any questions, please do not hesitate to give me a call.

**VILLAGE OF CAROL STREAM, ILLINOIS**

**PROPOSAL TO PROVIDE  
PROFESSIONAL AUDITING SERVICES**

**For the Fiscal Years Ending  
April 30, 2011 through April 30, 2013**

**Sikich LLP  
Certified Public Accountants & Business Advisors  
998 Corporate Boulevard  
Aurora, Illinois 60502  
(630) 566-8400  
March 12, 2010**

**Contact: Brian D. LeFevre, CPA and Frederick G. Lantz, CPA**

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998 Corporate Boulevard • Aurora, IL 60502

Members of American Institute of  
Certified Public Accountants

March 12, 2010

The Honorable Mayor  
Members of the Board of Trustees  
500 North Gary Avenue  
Carol Stream, Illinois 60521

Sikich LLP is pleased to be considered for the reappointment as independent auditors for the Village of Carol Stream. We believe that our qualifications, experience and expertise are clearly distinguishable as indicated in our proposal on the following pages. This includes:

- The quality of our professional staff, as noted by their advanced degrees and their active participation in numerous civic and professional organizations.
- The expertise that we possess in the state and local government industry, as demonstrated by:
  - Our clients' success in obtaining the coveted Certificate of Achievement for Excellence in Financial Reporting;
  - Our staff's presentations at conferences, seminars and training courses for various state and local government organizations;
  - Our leadership roles in the state CPA Society and the Illinois Government Finance Officers Association on implementing complex new pronouncements; and
  - The fact that we audit seven of the ten AAA rated (Moody's and Standard and Poor's) municipalities in the State of Illinois and two of the four AAA rated community colleges and park districts.
  - The benefits our clients receive from the audit planning and significant preliminary work we perform so that audit issues may be identified early and resolved on a timely basis.
- The depth of our audit procedures, as depicted in our specific audit approach and as noted by our government clients.
- The quality and timeliness of the information that we can provide to the Village.
- The experience we have providing professional services to more than 350 units of local government in Illinois annually; which assists us in identifying best practices in the industry that we share with our clients (more than forty percent of our practice is devoted to serving local governmental entities).

Our Firm's expertise will not only enable the Village to continue to apply for and receive the coveted Certificate of Achievement for Excellence in Financial Reporting but also to correctly implement new statements and interpretations issued by the Governmental Accounting Standards Board. We believe this proposal demonstrates our capabilities to serve not only as independent auditors, but also as valued advisors and consultants to the Village, the Mayor, the Board of Trustees, and management.

Our audit team is tailored to each client's specific needs drawing staff from our state and local government team. We emphasize:

- Consistency and quality of staffing in multi-year engagements, including assigning staff from our state and local government team who focus on providing services to the local government industry year round;
- A high degree of efficiency using the latest paperless audit technology available (including the use of IDEA data extraction and analysis software);
- The identification of opportunities for improved financial or procedural performance; and
- A focus on areas that present the greatest audit risk.

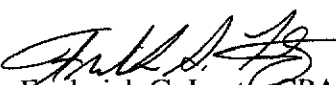
We are prepared to continue to commit the resources necessary to provide services of the highest quality to the Village of Carol Stream. We will not only perform the audit, but we will also provide governmental accounting and financial reporting expertise and technical assistance throughout the year. We understand the scope of work to be performed and the timing requirements and are committed to performing the specified services within the stipulated timeframe.

We appreciate the opportunity to present this proposal, which is a firm and irrevocable offer for sixty (60) days, and look forward to the possibility of serving the Village.

Sincerely,  
Sikich LLP

  
Brian D. LeFevre, CPA, MBA  
Partner

Sincerely,  
Sikich LLP

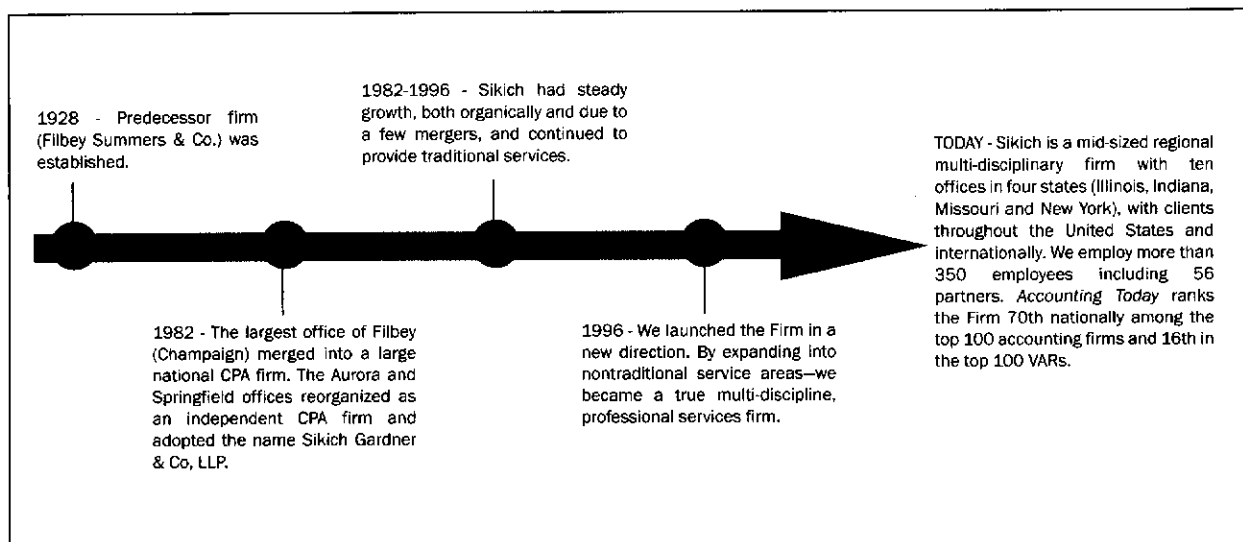
  
Frederick G. Lantz, CPA  
Partner-in-Charge, Government Services



## FIRM QUALIFICATIONS

### Experience

The Firm of Sikich LLP traces its foundation to a predecessor firm founded in 1928. Today we are one of the fastest growing regional firms in Illinois with seven offices in Illinois located in Aurora, Buffalo Grove, Chicago, Decatur, Naperville, Rockford, and Springfield and offices in Indianapolis, Indiana; New York, New York; and St. Louis, Missouri. We have been recognized as one of Chicago's 101 Best and Brightest Companies to Work For, (Recognition: 2009, 2008, 2007, and 2006). In addition, *Crain's Chicago Business 2009 Book of Lists* ranks Sikich as Chicago's 13<sup>th</sup> largest Accounting Firm and *Accounting Today Top 100 Firms*, 2009 ranks Sikich 70<sup>th</sup> nationally.



Through these offices, we provide a wide spectrum of services including audit, tax, accounting and management consulting services. In addition, through various other service areas of Sikich, we provide technology, investment, human resource, employee benefit and marketing services. Client service needs are met promptly and professionally by our unique team philosophy, which allows each client to work with a team of specialists that focus on providing these services to a specific industry. Government and non-profit organizations, manufacturing and distribution, construction, and professional service firms are some of the more significant industries served by these teams.

### Qualifications and Technical Expertise

Sikich has an established reputation as one of the leading providers of professional services in the Midwest to governmental entities. Our team of professionals specialize in the management, operations, and financing of state and local governments, park districts, intergovernmental organizations, and special districts. This focus and our exemplary reputation assures the Village of Carol Stream the highest quality work and the most cost effective delivery of services. Sikich's state and local government team provides services to more than 350 counties, cities, villages, towns and other Illinois governments, including the second, fifth and eighth largest

cities and the second and third largest park districts. Many of these have been long-standing clients and are evidence of our dedication to the state and local government industry and our ability to provide high quality, timely services within this specialized industry. These clients and related work have enabled our Firm to develop an extensive nationally recognized expertise in governmental accounting, auditing and financial reporting procedures and practices.

Senior members of our government services team presently hold memberships and are actively involved in numerous governmental organizations, including:

- Government Finance Officers Association of the United States and Canada (GFOA)
- Illinois Government Finance Officers Association (IGFOA)
- International City/County Manager's Association (ICMA)
- Illinois Municipal Treasurers Association (IMTA)
- Illinois Association of Park Districts (IAPD)
- Illinois Parks and Recreation Association (IPRA)
- American Institute of Certified Public Accountants (AICPA)
- Illinois CPA Society (ICPAS)
- AICPA Government Audit Quality Center
- GFOA Special Review Committee (SRC)
- IGFOA Technical Accounting Review Committee
- ICPAS Governmental Report Review Committees

Moreover, members of the Sikich government services team have served as expert speakers to these organizations, state GFOAs and others for formal presentations at local meetings and annual conferences on a variety of governmental accounting, auditing and financial reporting topics. Finally, we have also developed governmental accounting, auditing and financial reporting training courses for various organizations with members of our Firm serving as lead instructors for the courses.

The Illinois Government Finance Officers Association annually sponsors Basic, Intermediate and Advanced Governmental Accounting and Financial Reporting seminars that are developed and instructed by Sikich staff members. Moreover, our staff assisted IGFOA in developing responses to due process documents and in testifying before the Governmental Accounting Standards Board (GASB). In addition, we continually have articles published in the IGFOA *Communiqué* on the effects of GASB's various pronouncements on local governments in Illinois. Furthermore, we provide complimentary training seminars for our clients on a variety of accounting, financial reporting, and technology topics.

### **Quality Control**

The Village of Carol Stream can be assured of receiving the highest level of quality and ethical professional services. Quality control is so important to us that our Firm has been a member of the Private Companies Practice Section (PCPS) of the Division for CPA Firms of the AICPA since our formation in 1982. As such, we have voluntarily submitted our audit and accounting practice to quality control reviews of our compliance with professional standards as established by the AICPA and, more recently, by the United States Government Accountability Office (GAO), for more than twenty-five years. In 2008 we received our seventh consecutive peer

review unmodified report, without a letter of comments. This is the highest level of recognition conferred upon a public accounting firm for its quality control systems. Also, we go beyond the external reviews and maintain strong internal reviews of procedures and processes with oversight by our Quality Assurance Committee. Please refer to the Exhibits section for a copy of our most recent peer review which included a review of specific government engagements since this accounts for a significant segment of our practice.

In addition, our state and local government reports have been reviewed by numerous federal and state oversight bodies and professional organizations. These reports have been judged to meet and, in most instances, exceed industry standards and requirements. Sikich is a member of the AICPA Governmental Audit Quality Center (GAQC), which is a firm-based voluntary membership center designed to promote the importance of quality governmental audits and the value of these audits to purchasers of government audit services.

### **Statement of Independence**

Sikich has evaluated its independence from the Village of Carol Stream in accordance with generally accepted auditing standards, the Governmental Auditing Standards, 2007 revision, published by the U.S. General Accounting Office, and the AICPA Code of Professional Conduct. Based upon our evaluation, Sikich is free of any personal and external impairment with respect to the Village of Carol Stream, and is independent with respect to any non-attest services provided to the Village of Carol Stream, both in fact and in appearance to any knowledgeable third party.

### **License to Practice in Illinois**

The Firm of Sikich LLP is a licensed Public Accountant Limited Liability Partnership in Illinois (license #66003284). All of the partners and managers assigned to the engagement are registered and licensed Certified Public Accountants (CPAs) in Illinois. In addition, all of the professional staff assigned to the engagement are full-time staff and are either registered Certified Public Accountants or are completing the exam. No portion of the contract will be assigned or sublet.

### **Getting the Most from Your Audit Firm**

Sikich goes beyond providing traditional services. While this proposal addresses the specifics of the audit engagement, Sikich offers the Village of Carol Stream additional value as part of our service. Beyond providing access to senior resources when issues arise, we commit to keeping you apprised of all matters affecting the Village of Carol Stream, such as new accounting pronouncements, employee benefit regulations, and other issues relevant to the government industry. We will keep you informed of these matters as they arise and take a proactive role to avoid last minute crises. We accomplish this goal by anticipating your needs based on our experience with you and your industry and using a variety of communication channels: timely responses to your questions; informal discussions; mailings on topics of interest to you; and relevant seminars, all of which are complimentary for our clients.

Recent Sikich seminar topics include:

- Governmental Accounting and Financial Reporting Update
- Implementing New Pronouncements
- Demystifying Financial Ratios
- IDFPF Presentation on the New Pension Reporting Format
- Payroll for Government Entities
- Employee Handbook Workshop
- HR Benchmarking Seminar

### **Additional Sikich Resources**

Sikich is a full service CPA Firm with various service areas providing a wide array of business and financial services for our clients. These services include:

- Accounting
- Auditing
- Tax services
- Employee benefit plan consulting and audits
- Technology selection/production and implementation
- Network installation and administration
- Human resource consulting and outsourcing
- Local government management services
- Marketing enhancement services
- Investment management services for individuals and pension plans

Through these service areas, management advisory services in various specialized areas are available should the need for such assistance arise. Our additional services engagements are directed by partners, principals and other professionals who have experience in management consulting and in the specific areas we are requested to review. Independence standards may preclude us from performing some additional services for the Village and we would need to review the standards and the types of services with the Village before proposing on any additional engagements.

Our governmental clients often require services in special areas such as:

- Budget development
- Trend monitoring and forecasting
- Rate settings
- Bond issuances and refundings
- Escrow verifications
- Cash management
- Employee benefits
- EDP applications
- Policies and procedures documents
- Training
- Temporary staffing
- Insurance and risk management analysis
- Personnel policy development and implementation

We have a proven track record of assisting our governmental clients in these as well as other specialized areas. Areas that may be of interest to the Village of Carol Stream are technology; human resource consulting and employee benefits services; and local government management services.

### **Technology**

Agencies at every level of government are being asked to do more with less—and to provide detailed, timely information about how every public dollar is spent. Constituent service and accountability have become popular catch phrases, but enhancing services and ensuring fiscal responsibility can be extremely challenging. Every day, Microsoft products and solutions are being used by government agencies to help do just that. Sikich works closely with our government clients to provide integrated, flexible, and affordable tools that help government agencies reduce service and delivery costs, improve operating efficiency, and satisfy citizen demands. Sikich works closely with government agencies to understand the challenges they face and offer effective solutions for the complex needs of this industry. Our solutions are helping transform government effectiveness, efficiency, and accountability by giving you greater access to financial information and tighter control over spending priorities. Sikich provides governmental entities access to the best in government-focused financial and technology solutions. As technology constantly changes, so does the opportunity for you to increase the efficiencies of your governmental operations and services. Sikich is dedicated to improving your technology infrastructure by balancing your needs and resources to implement the most-suitable, cost-effective network solution.

### **Human Resource Consulting and Employee Benefits Services**

Sikich helps clients meet the challenges of an ever-changing business environment, freeing them from the complexities of recruitment, employee retention, and compliance issues. Sikich partners with our clients to provide customized human resource services that meet their needs. Drawing from our experience in human resource management, Sikich's consulting staff is able to provide everything from a human resource compliance review to performance management to compensation reward systems. With Sikich's expertise and industry knowledge, we offer clients a winning combination of innovative human resource solutions.

Employee benefits continue to be one of the most important ways to attract and retain valued employees. Creating a plan that balances the goals of both the organization and the employees requires thorough analysis and review, as well as a great deal of time. No matter what the size of your organization, Sikich combines strategic planning, creative benefit design, and financial management to develop a unique package that will provide the best benefits at the lowest possible cost. Our services encompass total plan design, government and regulatory compliance, employee education, specialty compensation packages, cafeteria plans, and plan administration and auditing.

## **Performance-Based Strategic Planning**

In an environment where there is increasing pressure for governments to be more efficient, effective, and transparent, strategic planning allows an organization to engage stakeholders, focus on its mission, and logically establish short and long-term goals. Our approach, performance-based strategic planning, guides the organization toward its most productive activities and focuses on an institutionalized process. The strategic planning process is a true transition, where Sikich facilitates governments in:

- Developing ideals about what they aspire to;
- Transforming ideals into ideas to meet goals;
- Converting ideas into specific, actionable items; and
- Constructing performance measures.

We ensure the results of strategic planning meet client expectations by filtering goals, objectives and/or strategies with the organization's internal capacity and available resources. The process of performance-based strategic planning has proven to assist governments in fulfilling the ideals of their community and accomplishing goals through measurable, reportable actions.

## **Process Improvement**

Processes truly define organizations, but are often forgotten when seeking root causes to problems or managing more efficient and effective services. Improvements to existing processes - ranging from development review to utility billing - have the potential to decrease cycle time, increase quality, and result in higher customer satisfaction. Sikich employs a customer-centric approach to process improvement by involving internal and external customers to understand and make meaningful improvements while continuing to meet their needs.

## **PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS**

Sikich currently has fifty-six partners and more than three hundred and fifty professional staff. Eight of these partners and more than fifty professional staff are devoted extensively to the Firm's local government services CPA team. We would staff the Village of Carol Stream engagement with professional staff from this industry team in our Aurora office. All work, including audit documentation and report reviews, will be conducted from this office. These staff, all of whom meet or exceed the continuing professional education (CPE) requirements contained in the U.S. Government Accountability Office's, *Government Auditing Standards* (2007) would include:

### **Brian D. LeFevre, CPA, MBA – Engagement Partner**

As engagement partner, Mr. LeFevre will be responsible for the overall management of the audit. This includes developing and coordinating the overall audit plan, the in-depth review of all workpapers and the review of the Village's comprehensive annual financial report (CAFR). Moreover, our Firm's philosophy is to have the team leader on location during the completion of the majority of fieldwork. Therefore, Mr. LeFevre will be present at the Village's offices during both our preliminary and final fieldwork. Mr. LeFevre has more than seventeen years of experience auditing governmental entities, including serving as partner for the audits of the Cities of DeKalb, Naperville and Wheaton, the Villages of Carol Stream, East Dundee, Lake in the Hills, Palos Park and Western Springs and the preparation of numerous reports for submission to GFOA's Certificate of Achievement Program. Mr. LeFevre, a licensed certified public accountant, is a graduate of Valparaiso University with a degree in accounting and Northern Illinois University with a Masters in Business Administration.

### **Frederick G. Lantz, CPA – Resource Partner**

The resource partner is responsible for providing overall technical support for the engagement as well as serving as a backup for the engagement partner. Mr. Lantz has more than twenty-five years of experience in the state and local government industry, including leading our local government team on more than fifty local government engagements, and is a nationally recognized expert in the industry. Mr. Lantz, a licensed certified public accountant, is a graduate of Northern Illinois University with a degree in accounting.

### **Daniel A. Berg, CPA – Quality Control Partner**

The quality control partner will provide our second partner review of the audit workpapers and the Village's CAFR. Mr. Berg has more than twenty-five years of experience in the state and local government industry, including performing more than eight hundred and fifty audits of municipalities and other local governmental units since 1982. Mr. Berg has served as the partner for the audits of the Cities of Elmhurst and Warrenville, the Villages of Palatine, Glenview, Deerfield, La Grange, Plainfield and Shorewood, and the Arlington Heights, Wheeling, and Wheaton Park Districts. Mr. Berg, a licensed certified public accountant, is a graduate of Benedictine University with a degree in accounting.

**Caroline A. Dittman, CPA – Manager**

As engagement manager, Ms. Dittman is responsible for managing the day-to-day execution of the audit programs. Ms. Dittman has ten years of experience auditing governmental entities, including serving as manager on DeKalb County, the Cities of DeKalb, Sandwich and Wheaton, the Villages of Carol Stream, Deerfield, Hoffman Estates, Montgomery, Oswego, Shorewood and Willowbrook. Ms. Dittman, a licensed certified public accountant, is a graduate of Benedictine University with a degree in accounting.

**Jennifer L. Fulton – In-charge**

As a in-charge, Ms. Fulton is responsible for the day-to-day execution of the audit programs. Ms. Fulton has three years of experience auditing governmental entities, including serving as in-charge for the audits of the City of Wheaton, the Villages of Carol Stream, Oswego, Huntley, Burr Ridge, Palatine and Fox Valley Park District as well as the preparation of numerous reports for submission to GFOA's Certificate of Achievement Program. Ms. Fulton is a graduate of Aurora University with an undergraduate degree in Accounting and a masters in Business Administration with a concentration in Accounting.



### Additional Professional Staff

Other professional staff assigned to the engagement will be full-time employees of the Firm and have a minimum of one to three years of auditing experience. In addition, all professional staff assigned to government engagements meet and usually exceed the CPE requirements contained in the U.S. Government Accountability Office, *Government Auditing Standards* (2007). Moreover, our government staff possesses a specific knowledge of local government accounting and reporting requirements and their application for Illinois governments. This is achieved by attending at least forty hours per year of a combination of external courses sponsored by the AICPA, ICPAS, GFOA and IGFOA as well as internal courses.

This enables our firm to staff our governmental engagements with qualified professionals in the industry, providing valuable services to our governmental clients during the audit and throughout the year. We can assure the Village that our professional staff would not need any “on the job accounting or financial reporting training” by the Village’s staff. Moreover, we can assure the Village of the quality of staffing for a multi-year engagement, even if a change in personnel is required, subject to the approval of the Village.

## SPECIFIC AUDIT APPROACH

### Audit Standards

The objective of our audit is to issue an unqualified opinion on the Village's governmental activities, business-type activities, each major fund and the aggregate remaining fund information that collectively comprise the Village's basic financial statements. We will also audit each of the individual nonmajor governmental and fiduciary funds. This will bring our threshold for materiality down to the individual fund level. The audit will be conducted in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, and, if necessary, generally accepted government auditing standards issued by the United States Government Accountability Office (GAO, 2007), the Single Audit Act of 1996 and OMB Circular A-133. Our Firm will issue an opinion on the basic financial statements and on the combining and individual fund financial statements and schedules. We will provide "in relation to" coverage on any supplemental data. In addition, we will apply certain limited procedures to the Required Supplementary Information. However, we will not audit the statistical or introductory sections of the CAFR, and accordingly, will not express an opinion on the information contained in these sections.

### Scope of Services

We are proposing to provide the following services to the Village as specified in the RFP:

- Audit of all funds of the Village for the fiscal year ending April 30, 2011.
- Preparation of forty (40) hard copies and one (1) electronic copy (.pdf) of the comprehensive annual financial report (Introductory information, Management's Discussion and Analysis, statistical section, report covers, binders and dividers to be provided by the Village);
- Preparation of fifteen (15) copies of the management letter for the Village, communicating any material weaknesses and significant deficiencies found during the audit and our recommendations for improvement;
- Preparation of the report on compliance with Public Act 85-1142;
- Assistance in reviewing the required application and assistance with the required responses to prior year comments to apply for the Certificate of Achievement for Excellence in Financial Reporting;
- Retain workpapers for five (5) years in accordance with Firm standards;
- Reporting to the Board of Trustees in accordance with Statement on Auditing Standards (SAS) No. 114, *Communications with Those Charged with Governance*; and
- Technical assistance to the Village throughout the duration of the contract;
- Exit conference(s) with Village Officials to present the completed audit and related materials.

## Audit Process and Schedule

<p><b>I. Preliminary Planning</b>                  During this phase of the audit, we would meet with representatives of the Village to discuss the approach to be taken during the audit focusing on areas of particular concern to the Village as well as areas of high audit risk, and develop the time schedule for completing the subsequent phases of the audit.</p>	February 2011	The meeting would be attended by the engagement partner and engagement manager.
<p><b>II. Preliminary Fieldwork</b>                  During this phase of the audit, we would develop an understanding and documentation of the Village's accounting and administrative controls using the Village's accounting procedures manual, EDP documentation and by interviewing staff of the Village to document the flow of transactions through the system. In addition, we may perform compliance testing of those controls to determine which controls, if any, that we could rely on during later phases of the audit. Sample sizes would be determined during this phase, but generally would be between 25 and 60. Moreover, we would develop our planning materiality on an individual fund basis and complete a preliminary analytical review of the Village's financial position as a whole.</p> <p>In addition, we would review all minutes from the meetings of the Board of Trustees and the Police Pension Board; review all ordinances adopted by the Village during the year; review any debt agreements entered into during the year and analyze any other unique transactions entered into by the Village; and perform our fraud interviews in accordance with SAS 99. Upon completion of this phase, we would finalize all necessary confirmations the Village will prepare; review all proposed client assisted work papers and the timing of preparation by the Village; develop our audit programs for the next phase of the audit and review and document any changes to the Village's CAFR; and prepare the schedule for the remainder of the audit.</p>	April 2011	This phase would be completed by the engagement partner, engagement manager and one professional staff.

<p><b>III. Fieldwork</b>  During this phase of the audit, we would complete all of our substantive testing of the account balances and review the draft of the Village prepared financial statements. We would also prepare the draft of the management report. In addition, an exit conference would be held with officials from the Village to discuss the preliminary results of the fieldwork, review any proposed audit adjustments, final adjusted trial balances that agree to the financial statements and any significant findings.</p>	<p>July 2011</p>	<p>This phase would be completed by the engagement partner, engagement manager, engagement in-charge and one to two professional staff.</p>
<p><b>IV. Workpaper review and report production</b>  During this phase of the audit, the workpapers, drafts of all financial reports and the management letter will be reviewed by the resource partner and the quality control partner. All workpapers are reviewed by the engagement partner during phase III to ensure that all necessary information is compiled during this phase to avoid imposing upon the Village's staff after fieldwork has been completed.</p>	<p>July, August 2011</p>	<p>This phase would be completed by the engagement partner, resource partner and the quality control partner.</p>
<p><b>V. Drafts to the Village</b>  We will review a preliminary draft of the Village prepared CAFR by the end of fieldwork or when available from the Village. After quality control review and formatting, a revised draft will be delivered by the engagement partner and reviewed in-depth with representatives of the Village. A revised draft, if necessary, will be delivered to the Village no later than three business days after receiving all proposed changes.</p>	<p>By August 20, 2011</p>	<p>This phase would be completed by the engagement partner.</p>
<p><b>VI. Completion of the audit</b>  Upon approval of the drafts by the Village, we will present the signed, bound copies of the comprehensive annual financial report, the management letter and the additional reports described in this proposal. The engagement partner will be available for meetings with representatives of the Village including the Mayor, the Board of Trustees and management for formal presentations of the reports.</p>	<p>By September 24, 2011</p>	<p>This phase would be completed by the engagement partner.</p>

### **VII. Support to the Village**

Our Firm does not believe that the engagement ends with the exit conference. We stress that we are available throughout the year to provide technical accounting and financial reporting assistance and support to the Village. In addition, we constantly monitor recent events in the state and local government industry, including new pronouncements that may impact our government clients, and communicate the effect of any proposed changes throughout the year. Moreover, our letter of recommendations each year will alert the Village to any new pronouncements that may become effective in the next one to three years, including the potential effect that the pronouncement may have on the financial position and/or changes in the financial position of the Village.

Continuous

This phase would be completed by the engagement partner.

In future years, we would develop a similar plan and timeframe with the assistance of the Village to ensure the timely identification and resolution of any critical accounting and auditing issues prior to the issuance of our opinion and the comprehensive annual financial report. These completion dates are well within the deadlines established by the Village. We have a proven track record of meeting and exceeding deadlines established by our clients.

### **Identification of Potential Audit Problems**

Our Firm's approach to resolving any problems that arise during the audit is the same as our overall approach to the audit, professionalism. Professionalism in performing the audit is the cornerstone to our philosophy during all phases of the audit. Any problems encountered during the audit, except for irregularities and illegal acts, will be discussed and documented with the Finance Director. The timing of this discussion will provide the Village with ample time to rectify any situations that may otherwise result in the issuance of a qualified audit opinion. Irregularities and illegal acts detected or of which we become aware of will be communicated in writing to the Mayor or Village Manager or the appropriate level as defined in our professional standards.

Our Firm's philosophy on additional fees and/or billings is based on an understanding between the Firm and the client of the scope of the work to be performed. We have proposed a "not-to-exceed fee" for the audit, the scope and timing of which was specified by the Village. The billings for the audit would not exceed this fee unless the Village specifically requests that the scope of the engagement be expanded and the Village and the Firm reach a mutual agreement, in writing, as to the expanded scope of the engagement and the fee, if any, for the expanded scope.

# DOLLAR COST PROPOSAL

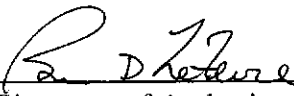
## Proposal Cost Summary

### Sikich Audit Fees

The following fees for the services specified by the Village and described in our *Proposal to Provide Professional Audit Services*, including all direct and indirect costs.

	April 30, 2011	April 30, 2012	April 30, 2013
Audit, Preparation of CAFR and Management Letter	\$ 23,730	\$ 24,205	\$ 24,931
Single Audit (if required)	4,445	4,534	4,670

#### FIRM SUBMITTING PROPOSAL

  
\_\_\_\_\_  
Signature of Authorized Representative

Sikich LLP  
\_\_\_\_\_

Brian D. LeFevre  
\_\_\_\_\_  
Name of Authorized Representative

998 Corporate Boulevard  
\_\_\_\_\_

Partner  
\_\_\_\_\_  
Title

Aurora, IL 60504  
\_\_\_\_\_

March 12, 2010  
\_\_\_\_\_  
Date

(630) 566-8400  
\_\_\_\_\_

These fees assume that the Village will provide the auditors with electronic copies of adjusted trial balances by individual funds, a year-to-date general ledger with details of postings to all accounts, subsidiary ledgers that agree or are reconciled to the general ledger, and will prepare certain schedules of account analysis and confirmations of account balances. These fees also include the cost to implement any new GASB pronouncements during the duration of the proposal.

The proposal set out above provides the Village of utilizing our services for each of the two additional years at the fees noted above. If the Village does not wish to utilize our services in the second or third year of the option period, we must receive at least ninety (90) days notice prior to April 30<sup>th</sup> of the option years.

We invoice our clients on a monthly basis as services are provided. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty (60) days of receipt of an invoice. Invoices not paid within sixty days are assessed a finance charge of one (1) percent per month (12% annually).

## EXHIBITS

### Engagement Team Biographies

- Brian D. LeFevre, CPA, MBA
- Frederick G. Lantz, CPA
- Daniel A. Berg, CPA
- Caroline A. Dittman, CPA

### Firm Profile

### Peer Review – Unmodified Report

CPA, MBA

Partner



998 Corporate Blvd.  
Aurora, IL 60502  
Phone: 630.566.8505  
Fax: 630.499.5885  
blefevre@sikich.com

#### SERVICE AREAS

Governmental Audit, Accounting  
Governmental Financial Reporting  
Police and Fire Pension Accounting Services

#### EXPERIENCE

Brian D. LeFevre, CPA, MBA, is responsible for providing technical services to Sikich's governmental clients in all areas of governmental accounting, auditing, financial reporting, budget development, revenue and expenditure forecasting and cash and debt management. Brian has participated in hundreds of audits of municipalities and other governmental units since he began his career with Sikich in 1993. He has also been responsible in developing and serving as lead instructor for governmental accounting, auditing and financial reporting training courses internally for the firm and for the Illinois Government Finance Officers Association (IGFOA). Brian serves as Chair of the GAAP Basis Subcommittee of the Government Report Review Committee of the Illinois CPA Society.

#### EDUCATION

Bachelor of Science Degree in Accounting, Valparaiso University  
Master of Business Administration, Northern Illinois University

#### AFFILIATIONS

American Institute of Certified Public Accountants (AICPA)  
Illinois CPA Society (ICPAS)  
Illinois Government Finance Officers Association (IGFOA)  
Illinois CPA Society Government Report Review Committee, GAAP Basis Chairperson  
GFOA Special Review Committee  
Aurora Downtown Kiwanis Club, Former Treasurer and Board Member  
Greater Aurora Chamber of Commerce Leadership Academy, Class of 1996  
Lord of Life Church, Former Executive Director and Treasurer



FREDERICK G. LANTZ, CPA

Partner-in-Charge, Government Services



998 Corporate Blvd.  
Aurora, IL 60502  
Phone: 630.566.8557  
Fax: 630.499.7557  
flantz@sikich.com

**SERVICE AREAS**

Governmental Audit, Accounting  
Governmental Financial Reporting

**EXPERIENCE**

Frederick G. Lantz, CPA, is responsible for providing technical services to Sikich's clients in all areas of governmental accounting, auditing, financial reporting, budget development, revenue and expenditure forecasting, and cash and debt management. Prior to joining Sikich, Fred was the assistant director for the Technical Services Center of the Government Finance Officers Association of the United States and Canada (GFOA), where he was a nationally recognized expert in the state and local government industry. At GFOA, Fred was responsible for managing the Certificate of Achievement for Excellence in Financial Reporting Program, providing accounting, auditing, and financial reporting assistance to state and local government officials and their auditors, and serving as a liaison to the Governmental Accounting Standards Board. Fred also developed courses and served as lead instructor for governmental accounting, auditing, and financial reporting training courses. He is a nationally recognized speaker, having spoken at state GFOA and CPA Society meetings and conferences.

**EDUCATION**

Bachelor of Science Degree in Accounting, Northern Illinois University  
Graduate of Advanced Government Finance Institute, University of Wisconsin-Madison

**AFFILIATIONS**

American Institute of Certified Public Accountants (AICPA)  
Illinois CPA Society (ICPAS)  
Government Finance Officers Association (GFOA)  
Illinois Government Finance Officers Association (IGFOA),  
2004-2006 Executive Board of Directors  
National Association of College and University Business Officers (NACUBO)  
Central Association of College and University Business Officers (CACUBO)  
GFOA Special Review Committee  
IGFOA Technical Accounting Review Committee

**ARTICLES**

"Analysts Warns About Foreclosures," *Chicago Tribune*, April, 2007  
"Illinois Eyeing Supreme Court Case on State Tax Breaks," *Crain's Chicago Business*, March, 2006



Partner



998 Corporate Blvd.  
Aurora, IL 60502  
Phone: 630.566.8535  
Fax: 630.236.4665  
dberg@sikich.com

#### SERVICE AREAS

Governmental Audit, Accounting  
Governmental Financial Reporting

#### EXPERIENCE

Daniel A. Berg, CPA, is a partner in the Aurora office. With more than 25 years experience in public accounting, Dan concentrates on serving Sikich's governmental clients in all areas of accounting, auditing, financial reporting, budget development, revenue and expenditure forecasting, cash and debt management, and cable television franchise agreed-upon procedures. Dan has participated in more than 850 audits of municipalities and other governmental units since 1982. He has developed training materials and served as lead instructor for governmental accounting, auditing and financial reporting training courses for internal accounting staff and external audiences.

#### EDUCATION

Bachelor's Degree in Accounting, Benedictine University

#### AFFILIATIONS

Illinois CPA Society (ICPAS)  
Government Finance Officers Association (GFOA)  
GFOA Special Review Committee  
Illinois Government Finance Officers Association (IGFOA)  
Illinois Association of Park Districts (IAPD)  
National Association of College and University Business Officers (NACUBO)  
Central Association of College and University Business Officers (CACUBO)



Caroline A. Dittman, CPA

Manager



998 Corporate Blvd.

Aurora, IL 60502

Phone: 630.566.8513

Fax: 630.499.7733

cdittman@sikich.com

#### SERVICE AREAS

Governmental Audit, Accounting

Governmental Financial Reporting

#### EXPERIENCE

Caroline A. Dittman, CPA, is a manager on Sikich's government team. She has 11 years of experience providing auditing and accounting services to a variety of municipalities, park districts and other special districts. She has served as interim assistant finance director for a municipality and oversees the performance of monthly accounting and special projects for a diverse group of governmental entities. Caroline is responsible for managing the government team's preparation and filing of its clients' Annual Financial Report for the Illinois Comptroller's Office and Police and Fire Pension annual filings with the Illinois Department of Financial and Professional Regulation, Division of Insurance. She serves as a mentor in Sikich's mentoring program, an instructor in various in-house courses, and assists in new staff training and development.

#### EDUCATION

Bachelor's Degree in Accounting, Benedictine University, Summa Cum Laude

#### AFFILIATIONS

Illinois CPA Society (ICPAS)

Illinois Government Finance Officers Association (IGFOA)

Illinois CPA Society Youth Advisory Board, Past Committee Member

Farm Colony Homeowners Association, Past Treasurer

Greater Aurora Chamber of Commerce Leadership Academy, Class of 2001





**Organization:** Sikich is a dynamic public accounting and consulting firm comprised of more than 350 employees. We trace the roots of our firm to 1928 and a one-man CPA firm founded in Champaign, Illinois. Today, we rank as one of the country's 100 largest CPA firms, operating ten offices in four states.

**Industries:** Sikich provides services and products in a wide range of industries. In certain industries, we have devoted substantial resources to develop a significant base of expertise and experience:

- Construction
- Government
- Individuals
- International Business
- Manufacturing & Distribution
- Not-for-Profit
- Professional Services

**Statistics:**

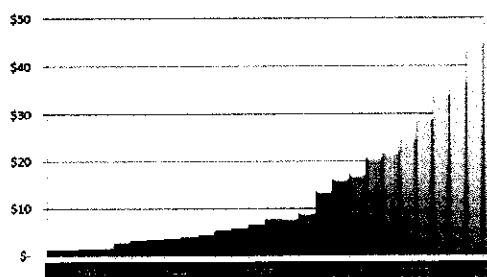
Revenues	\$56M
Total Partners	56
Total Employees	303
Total Personnel	359

*Personnel count as of January 1, 2010*

**Service Areas:**

- Accounting & Consulting Services
- Assurance Services
- Business Valuation
- Human Resource Consulting
- Investment Banking
- Litigation & Forensic Services
- Marketing & Design Services
- Performance Measurement
- Retirement Plan Services
- Tax Services
- Technology Services & Products
- Wealth Management

Millions **SIKICH LLP—TOTAL REVENUES**



**Awards:**

- 2009, Best Places to Work in Central Illinois, sponsored by *The Springfield Business Journal*
- 2009, 2008, 2007, 2006, *Chicago's 101 Best and Brightest Companies to Work For*
- 2009, *Accounting Today Top 100 Firms*: ranked 70th nationally
- 2009, *Accounting Today Top 100 Value Added Reseller (VAR)*: ranked 16th
- 2009, *Practical Accountant Top 15 Firms - North Central*: ranked 11th
- 2009, *INSIDE Public Accounting 100 Largest Accounting Firms*: ranked 68th nationally
- 2007, *Public Accounting Report Top 100*: ranked 73rd, America's 100 Largest Public Accounting Firms
- 2010, *The Business Ledger Book of Lists*: ranked 4th, "Accounting Firms;" Chicago Western Suburbs
- 2009, *Crain's Chicago Business Book of Lists*: ranked 13th, "Accounting Firms"
- 2009, 2008, 2006, Sikich designated as member of the Microsoft Business Solutions Inner Circle
- 2009, Named "Killer VAR" by *Accounting Today*
- 2006, 2005 Two Sikich business solutions clients awarded Microsoft Business Solutions Pinnacle award
- 2005, Certified Microsoft Dynamics - NAV Partner of the Year
- 2002, Business Achievement Award: Excellence in Business, Medium Company, sponsored by *The Business Ledger*
- 2000 - 2009, Microsoft Gold Certified Partner

## Certifications:

All professional accounting staff having more than one year of experience have earned or are working toward earning the designation of Certified Public Accountant.

Sikich LLP is a member of the American Institute of Certified Public Accountants' *Governmental Audit Quality Center* and the *Employee Benefit Plan Audit Quality Center*. We adhere to the strict requirements of membership which assure we meet the highest standards of audit quality.

In 2009, Sikich LLP received its 7th consecutive Unmodified Peer Review letter without comment. This is the highest level of practice quality recognized in the public accounting profession.

## Microsoft Gold Certified Partner

Sikich is a Microsoft Gold Certified Partner; ranked among the top 1% of all Microsoft Dynamics partners worldwide; and carries the following certifications:



Microsoft Small Business Specialist  
MCP (Microsoft Certified Professional)  
MCSE (Microsoft Certified System Engineer)  
CCNA (Cisco Certified Network Associate)  
CCDA (Certified Cisco Design Associate)  
CCEA (Citrix Certified Enterprise Administrator)

MRMS (Microsoft Retail Management Systems)  
CISA (Certified Information Systems Auditor)  
CNE (Certified Novell Engineer)  
MS CSM (Microsoft Customer Service Manager)  
MS CAE (Microsoft Certified Account Executive)  
MCDBA (Microsoft Certified Database Administrator)

## Sikich is proud to be part of the Leading Edge Alliance

The Leading Edge Alliance (LEA) has been ranked by the International Accounting Bulletin as the third largest international association of independent accounting firms for 2009. The LEA is an international professional association of independently-owned accounting and consulting firms. Members are top quality firms who share an entrepreneurial spirit and a drive to be the premier provider of professional services in their chosen markets. The Alliance provides Sikich with an unbeatable combination: the comprehensive size and scope of a large multinational company while offering their clients the continuity, consistency and quality service of a local firm.

The logo consists of the words "Leading Edge" in a white, serif font, centered within a solid black rectangular box.

Leading Edge

## Offices

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Chicago, IL 60606  
T: 312.458.0000  
F: 312.896.1582

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Decatur, IL 62525  
T: 217.423.6000  
F: 217.423.6100

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Naperville, IL 60563  
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F: 630.717.7150

6815 Weaver Rd.  
Suite 100  
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F: 815.282.6666

3201 West White Oaks Dr.  
Suite 102  
Springfield, IL 62704  
T: 217.793.3363  
F: 217.793.3016

8395 Keystone Crossing  
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T: 317.536.1279  
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12655 Olive Blvd.  
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St. Louis, MO 63141  
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5th Floor  
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Sikich Corporate Finance LLC, a wholly-owned subsidiary of Sikich LLP, is registered as a broker dealer with the Securities Exchange Commission and is a member of FINRA and SIPC. Advisory services offered through Sikich Financial, a Registered Investment Advisor. Securities offered through Triad Advisors, Member FINRA/SIPC.

HEINOLD - BANWART, LTD.  
Certified Public Accountants



Riverfront Office Center 2400 N. Main Street East Peoria, IL 61611-1795 Tel 309.694.4251 Fax 309.694.4202

July 23, 2008

To the Partners  
Sikich LLP

We have reviewed the system of quality control for the accounting and auditing practice of Sikich LLP (the firm) in effect for the year ended March 31, 2008. A system of quality control encompasses the firm's organizational structure, the policies adopted and procedures established to provide it with reasonable assurance of conforming with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants (AICPA). The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of conforming with professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance with its system of quality control based on our review.

Our review was conducted in accordance with standards established by the Peer Review Board of the AICPA. During our review, we read required representations from the firm, interviewed firm personnel and obtained an understanding of the nature of the firm's accounting and auditing practice, and the design of the firm's system of quality control sufficient to assess the risks implicit in its practice. Based on our assessments, we selected engagements and administrative files to test for conformity with professional standards and compliance with the firm's system of quality control. The engagements selected represented a reasonable cross-section of the firm's accounting and auditing practice with emphasis on higher-risk engagements. The engagements selected included, among others, audits of Employee Benefit Plans and engagements performed under Government Auditing Standards. Prior to concluding the review, we reassessed the adequacy of the scope of the peer review procedures and met with the firm management to discuss the results of our review. We believe that the procedures we performed provide a reasonable basis for our opinion.

In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, we tested compliance with the firm's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Our review was based on selective tests, therefore it would not necessarily detect all weaknesses in the system of quality control or all instances of lack of compliance with it. There are inherent limitations in the effectiveness of any system of quality control and therefore noncompliance with the system may occur and not be detected. Projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of Sikich LLP in effect for the year ended March 31, 2008, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.


Heinold-Banwart, Ltd.

*Village of Carol Stream*  
**Interdepartmental Memo**

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**TO:** Village Manager Joe Breinig

**VIA:** Finance Director Stan Helgerson

**FROM:** Chief Kevin Orr 

**DATE:** March 30, 2010

**RE:** Budget Transfer For Court Time and Overtime

The most recent expenditure report from Finance indicates that the Patrol Division has approximately \$8,439 remaining in the Court Time budget. It is anticipated that this budget line item will be over expended prior to the end of the fiscal year. In addition, the Court Time budget for the Traffic Unit is over expended by \$4,360 at the present time.

The specific reasons for these current or anticipated overages are as follows:

- **Court Time**  
Court time is directly related to the required court appearances of our officers. This includes criminal court, DUI court, and field court. The required court appearances by our officers have exceeded our estimates.

I recommend that the Village Board approve the following budget transfers:

- \$8,900 from the Overtime Account in Administration to the Court Time Account for Patrol, and
- \$6,272 from the Overtime Account in Administration to the Court Time Account for the Traffic Unit.

These transfers will accommodate the estimated expenses through the end of this fiscal year.

## BUDGET TRANSFER REQUEST

FISCAL YEAR: 2010

DEPARTMENT/DIVISION: POLICE

FUND: GENERAL CORPORATE

FROM ACCOUNT	TO ACCOUNT	AMOUNT
#01660100 51109	#01662300 51107	\$ 6,272.00
TITLE: OVERTIME	TITLE: COURT TIME	

REASON: Additional court time due to arrests/trials

#01660100 51109	#01662700 51107	\$ 8,900.00
TITLE: OVERTIME	TITLE: COURT TIME	


REASON: Additional court time due to arrests/trials

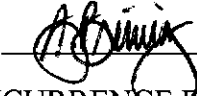
#	#	\$
TITLE:	TITLE:	

REASON:


#	#	\$
TITLE:	TITLE:	

REASON:

DEPARTMENT HEAD: 

VILLAGE MANAGER: 

VILLAGE BOARD CONCURRENCE DATE: \_\_\_\_\_

FINANCE DIRECTOR: 

DATE: 3/30/10

DATE: 4/1/10

DATE: 4/1/10



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR  
THE VILLAGE OF CAROL STREAM FOR THE YEAR  
COMMENCING MAY 1, 2009 AND ENDING APRIL 30, 2010**

BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE  
VILLAGE OF CAROL STREAM, DUPAGE COUNTY, ILLINOIS, IN THE EXERCISE OF  
ITS HOME RULE POWERS, as follows:

SECTION 1: That Ordinance No. 2009-04-17 shall be amended in that the  
2009-10 Expenditure Budget for the General Corporate Fund shall be increased from  
\$23,779,231 to \$24,175,391 to recognize expenses which will accrue to the  
Contingency Account (01650100 57499) in the amount of \$248,063, the Engineering  
Personal Services Account (01620100 51102) in the amount of \$4,034, the Financial  
Management Personal Services Account (01610100 51102) in the amount of \$49,671,  
the Police Personal Services Account – Records (01662600 51102) in the amount of  
\$7,966, the Police Personal Services Account – Patrol (01662700 51102) in the amount  
of \$5,097, the Streets Personal Services Account (01670100 51102) in the amount of  
\$60,791, and the Garage Personal Services Account (01690100 51102) in the amount  
of \$20,538.

SECTION 2: That Ordinance 2009-04-17 shall be amended in that the 2009-10  
Revenue Budget for the General Corporate Fund be increased from \$23,779,231 to  
\$24,175,391 to recognize a reappropriation of fund balance in the amount of \$396,160  
which will accrue to the Reappropriation of Fund Balance Account (01000000-49699).

SECTION 3: That Ordinance No. 2009-04-17 shall be amended in that the  
2009-2010 Expenditure Budget for the Water and Sewer Fund shall be increased from  
\$10,369,751 to \$10,429,638 to recognize expenses which will accrue to the Water and

Sewer Contingency Account (04200100 57499) in the amount of \$29,062 and to the Water and Sewer Personal Account (04200100 51102) in the amount of \$30,825.

SECTION 4: That Ordinance No. 2009-04-17 shall be amended in that the 2009-2010 Revenue Budget for the Water and Sewer Fund shall be increased from \$11,096,919 to \$11,156,806 to recognize a reappropriation of fund balance in the amount of \$59,887 which will accrue to the Reappropriation of Fund Balance Account (04000000 49699).

SECTION 5: This Ordinance shall be in full force and effect from and after its passage and publication in pamphlet form as provided by law.

PASSED AND APPROVED THIS 5<sup>TH</sup> DAY OF APRIL 2010.

AYES:

NAYS:

ABSENT:

---

Frank Saverino, Sr., Mayor

ATTEST:

---

Beth Melody, Village Clerk

**VILLAGE OF CAROL STREAM  
INTER-DEPARTMENTAL MEMO**

**TO:** Mayor and Board of Trustees

**FROM:** Caryl Rebholz, Employee Relations Director *CR*

**DATE:** March 18, 2010

**RE:** **Budget Amendment Request**

Pursuant to the Voluntary Separation Plan (VSP) offered to employees this fiscal year, a Budget Amendment in the amount of \$456,047 is requested. As you know, the VSP was an incentive of \$1,500 per full year of service in exchange for voluntarily separating from employment with the Village. Employees had from January 15, 2010 – February 21, 2010 to make application for participation in the program, and until June 30, 2010 to separate from employment. As of March 1, 2010, there were 12 employees with signed contracts for participation in the program. These positions include:

- 2 Public Works Employee I
- 1 Water & Sewer Employee I
- 1 Public Works Clerk
- 1 Public Works Director
- 1 Finance Director
- 2 Community Service Technicians
- 1 Records Supervisor
- 1 Part-Time Records Clerk
- 1 Garage Supervisor
- 1 Engineering Inspector

The main reason for offering the VSP was to realize a long-term savings in personnel costs. The total FY10/11 net savings, based on our projected staffing replacement plan, is \$497,968 (this includes a Police Officer position that is currently vacant and will not be filled). Starting in FY11/12 and going forward, the projected annual savings from the VSP should be approximately \$670,000 per year for 7-8 years. Therefore, over the next 9 years the total savings should approximate in excess of \$5.3 million.

The total cost of the VSP incentive will be \$424,500, with an anticipated payback period of 8 months. Of that, \$378,000 is in the General Fund, and \$46,500 in the Water & Sewer fund. Additionally, as described in the original recommendation, there are also costs for the payment of any accumulated vacation, personal time or other such leave time. The total cost of this leave buy-out is \$279,491.20 (General Corporate Fund - \$230,171.51, Water & Sewer Fund - \$49,319.69). *It is important*

*to point out that these costs are not related to the VSP, but triggered by the VSP. Ultimately, these costs would have been realized with or without the VSP.*

While the cost savings described above will begin to be realized in FY10/11, a Budget Amendment for \$456,047 is necessary to address the costs in this fiscal year, as the majority of payments are being spread over a 4 month period beginning in March. (Note: the costs associated with FY10/11 have already been included in the budgeting process, with the cost of the incentive being covered through vacancy and recruitment time alone. The previously mentioned savings of \$497,468 is a net gain after all FY10/11 payouts have been made.)

Please let me know if you have any questions.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE INCREASING THE HOME RULE MUNICIPAL RETAILERS' OCCUPATION TAX AND HOME RULE MUNICIPAL SERVICE OCCUPATION TAX**

WHEREAS, the Village of Carol Stream is an Illinois Municipal Corporation under the laws of the State of Illinois; and

WHEREAS, the Village of Carol stream is a home rule municipality as defined by Article VII of the Illinois Constitution; and

WHEREAS, pursuant to the provisions of Sections 8-11-1 and 8-11-5 respectively, of the Illinois Municipal Code (65 ILCS 5/8-11-1 and 5/8-11-5), the Village of Carol Stream may impose a Home Rule Municipal Retailers' Occupation Tax and a Home Rule Municipal Service Occupation Tax.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DUPAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: A tax is hereby imposed upon all persons engaged in the business of selling tangible personal property, other than an item of tangible personal property titled or registered with an agency of this State's government, at retail in this municipality at the rate of .75% of the gross receipts from such sales made in the course of such business while this ordinance is in effect; and a tax is hereby imposed upon all persons engaged in this municipality in the business of making sales of service, at the rate of .75% of the selling price of all tangible personal property transferred by such serviceman as an incident to a sale of service. This "Home Rule Municipal Retailers' Occupation Tax" and this "Home Rule Municipal Service Occupation Tax" shall not be applicable to the sales of food for human consumption which is to be consumed off the premises where it is sold (other than alcoholic beverages, soft drinks, and food that has been prepared for immediate consumption)

and prescription and non-prescription medicines, drugs, medical appliances and insulin, urine testing materials, syringes and needles used by diabetics.

SECTION 2: The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the Department of Revenue of the State of Illinois. The Department of Revenue shall have full power to administer and enforce the provisions of this ordinance.

SECTION 3: The Municipal Clerk is hereby directed to file a certified copy of this ordinance with the Illinois Department of Revenue on or before the eighteenth day of April, 2010.

SECTION 4: All ordinances and resolutions or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed.

SECTION 5: This ordinance shall take effect on the first day of July 2010, next following the adoption and filing of this ordinance with the Department of Revenue.

PASSED AND APPROVED THIS 5<sup>TH</sup> DAY OF APRIL 2010.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Frank Saverino, Sr., Mayor

ATTEST:

\_\_\_\_\_  
Beth Melody, Village Clerk

*Village of Carol Stream*  
Interdepartmental Memo

**TO:** Joseph Breinig, Village Manager  
**FROM:** Stan W. Helgerson, Finance Director *SH*  
**DATE:** March 23, 2010  
**RE:** Increase in Home Rule Sales Tax Rate

The ordinance that was passed on March 1<sup>st</sup> was submitted to the Illinois Department of Revenue (IDOR) as required. During their review of the ordinance, IDOR found a couple of sections that they determined needed to be changed. IDOR submitted a sample ordinance for us to use and the revised ordinance is attached. The Village Board will need to approve/pass this one and then it will need to be submitted to IDOR by April 18, 2010.

If you have any questions, please see me.

# AGENDA ITEM

IL 4-5-10

RESOLUTION NO. \_\_\_\_\_

## A RESOLUTION OPPOSING REDUCTION OF LOCAL GOVERNMENT DISTRIBUTIVE FUND

WHEREAS, Illinois municipalities are currently experiencing a tremendous decline in revenues during this great recession; and

WHEREAS, municipalities are in fiscal turmoil and unable to provide vital services to citizens including police, fire, streets, sewers and water; and to fill the potholes left by winter; and

WHEREAS, Illinois taxpayers live in municipalities throughout the state and contribute income tax of which 90% goes to the state and 10% goes to municipal services; and

WHEREAS, Governor Quinn proposed in his March 10, 2010 budget address to withhold 30% of this shared revenue keeping \$300 million of that for the state budget; and

WHEREAS, this proposed withholding of municipal revenue will cost each municipality \$23.10 per resident, which could be used to provide services the local taxpayer needs; and

WHEREAS, this reduction compounds on the state's late payments of Local Government Distributive Fund amounts to municipalities by four months causing shortfalls in meeting municipal bills; and

WHEREAS, local taxpayers deserve to have these tax dollars returned to their communities to pay for local community employees, to provide local community services and to not see local tax increases;



NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DUPAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: The Village of Carol Stream, Illinois strongly opposes any reduction of the Local Government Distributive Fund due municipalities and demands the 10% be kept whole.

SECTION 2: The Village of Carol Stream, Illinois requests every Senator and Representative to reject this diminution of desperately needed revenue due municipalities.

SECTION 3: The Village of Carol Stream, Illinois will be financially impacted by \$941,000 and will be forced to make local budget cuts and reductions of services.

SECTION 4: The Clerk is hereby directed to send copies of this Resolution to Governor Quinn, the legislative leaders of both chambers of the Illinois General Assembly and members representing this municipality.

PASSED AND APPROVED THIS 5<sup>TH</sup> DAY OF APRIL 2010.

AYES:

NAYS:

ABSENT:

---


Pamela J. Fenner, Mayor Pro-Tem

ATTEST:

---

Beth Melody, Village Clerk

*Village of Carol Stream*  
**INTER-DEPARTMENTAL MEMO**

**TO:** Mayor and Trustees  
**FROM:** Joseph E. Breinig, Village Manager   
**DATE:** March 24, 2010  
**RE:** Local Government Distributive Fund Resolution

During his budget address to the Illinois General Assembly, Governor Quinn outlined a plan to reduce the percentage of income tax receipts allocated to municipalities from 10 percent to 7 percent. If approved, this change would result in the loss of \$23.10 per capita, or \$941,000.

Under current law 10 percent of income tax receipts are placed in the Local Government Distributive Fund and distributed to communities across the state on a per capita basis. Over the past two years declines in the economy have reduced disbursements by 15 percent. In Carol Stream, these funds are placed in the General Fund and are used to help pay for police, public works and other essential services.

The state has allocated a portion of income tax receipts to local governments for years. More importantly the state has imposed countless unfunded mandates upon Carol Stream and others. Loss of income tax receipts only adds further insult to this situation. Ironically, the General Assembly continues to consider mandates that increase costs to the Village and further threaten service delivery.

The accompanying resolution, prepared by the Illinois Municipal League, objects to the Governor's proposed reduction. Staff recommends adoption of the resolution.

Attachment

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION DECLARING SURPLUS PROPERTY  
OWNED BY THE VILLAGE OF CAROL STREAM**

WHEREAS, in the opinion of the corporate authorities of the Village of Carol Stream, Illinois, it is no longer necessary or useful, or for the best interests of the Village of Carol Stream to retain ownership of the personal property hereinafter described; and

WHEREAS, the described surplus property has been determined by the corporate authorities of the Village of Carol Stream to have negligible value to the Village; and

WHEREAS, it has been determined by the Mayor and Board of Trustees of the Village of Carol Stream to dispose of the surplus property.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DUPAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: That the Mayor and Board of Trustees of the Village of Carol Stream find that the personal property described in Exhibit "A", now owned by the Village of Carol Stream, is no longer useful and authorize its disposal on Ebay.

SECTION 2: That the Mayor and Board of Trustees of the Village of Carol Stream find that the personal property described in Exhibit "B", now owned by the Village of Carol Stream, is no longer useful and authorize its trade-in on a new zero-turn mower.

SECTION 3: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED AND APPROVED THIS 5<sup>TH</sup> DAY OF MAY 2010.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Pamela J. Fenner, Mayor Pro-Tem


ATTEST:

\_\_\_\_\_  
Beth Melody, Village Clerk

**"EXHIBIT A"**

*Village of Carol Stream*  
**Interdepartmental Memo**

**TO:** Joe Breinig, Village Manager

**FROM:** Chief Kevin Orr 

**DATE:** March 29, 2010

**RE:** The police department requests that the Village Board declare two seized vehicles as surplus so that they can be sold at auction through Ebay.

The two seized vehicles below have been awarded to the Village via Article 36 seizure laws of the Illinois Compiled Statutes. I would like the vehicles declared as surplus so that they can go to auction.

1- 2001 BMW  
2- 1995 Hyundai

Vin-WBAGG83461DN85391  
Vin-KMHVF14N3SU123122

**“EXHIBIT B”**

*Village of Carol Stream*  
**INTER-DEPARTMENTAL MEMO**

**TO:** Joseph E Breinig, Village Manager  
**FROM:** Matthew R York, Assistant Public Works Director <sup>MRY</sup>  
**DATE:** March 31, 2010  
**RE:** Declaration of Surplus

The Village of Carol Stream Department of Public Works would like to declare Unit #707, a 2000 John Deere F1145 Front Mounted Mower. This piece of equipment will be traded-in during the purchase of a new Zero-Turn Mower.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS  
(PRESIDENT MANOR TOWNHOMES)**

WHEREAS, the developer has satisfactorily completed all public improvements for the President Manor Townhomes in accordance with the approved engineering plans and specifications; and

WHEREAS, a memorandum from the Village Engineer to the Village Manager dated April 1, 2010 indicates that the final waivers of lien, as-builts, inventories, bill of sale and, contingent upon delivery of the original maintenance security to be delivered April 6, 2010, have been provided.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DUPAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: That the Village of Carol Stream does hereby accept public improvements for the President Manor Townhomes.

SECTION 2: This Resolution shall be in full force and effect from and after its passage as provided by law.

PASSED AND APPROVED THIS 5<sup>TH</sup> DAY OF APRIL 2010.

AYES:

NAYS:

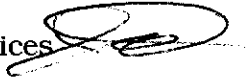
ABSENT:

\_\_\_\_\_  
Pamela J. Fenner, Mayor Pro-Tem

ATTEST:

\_\_\_\_\_  
Beth Melody, Village Clerk

*Village of Carol Stream*  
Interdepartmental Memo

TO: Joseph Breinig, Village Manager  
FROM: James T. Knudsen, Director of Engineering Services   
DATE: April 1, 2010  
RE: President Manor Townhomes – Final Acceptance

All the subdivision improvements have been completed for the above referenced subdivision. The final waivers of lien, as-builts, inventories and bill of sale have been provided. The developer has submitted a copy of the maintenance security and will hand deliver the original on Tuesday, April 6 in exchange for the original subdivision letter of credits. Therefore, Staff recommends acceptance of the President Manor Townhome public improvements conditioned upon receiving the maintenance security.

Cc: Bob Glees, Community Development Director  
Stan Helgerson, Finance Director  
Al Turner, Director of Public Works  
William N. Cleveland, Assistant Village Engineer  
Fred Ceranek, Engineering Inspector



# AGENDA ITEM

J-1 4-5-10

## *Village of Carol Stream* Interdepartmental Memo

**DATE:** March 29, 2010

**TO:** Mayor Pro-Tem & Board of Trustees  
Joseph E. Breinig, Village Manager

**FROM:** Christopher M. Oakley, Asst. to the Village Mgr.

**RE:** Birchbark Tr./Kuhn Rd. Detention Pond - Use Request

Matt Bowser, Glenbard North H.S. Assistant Principal for Athletics requested the use of the storm water detention pond located at the northwest corner of Birchbark Tr. And Kuhn Rd. for the high school's Disk Golf Team. Specifically, the Glenbard North Disk Golf Coach would like to utilize the northern portion of the pond every Friday in April (9, 16, 23, & 30) and May (7, 14, 21 & 28) from 2:45 – 4:15 pm for team practice provided the section of the field is playable and it is not raining.

As you know, an existing 10 year lease agreement between the Carol Stream Panthers Soccer Club and the Village for the recreational use of this parcel is in effect. The lease agreement covers use of the detention pond by the Soccer Club Monday thru Friday from 4:30 pm until dusk from March 15<sup>th</sup> - June 15<sup>th</sup>. In our effort to accommodate the request, Mr. John Peters, the Panthers Soccer Club President was asked if allowing the GBN Disk Golf Club use the northern portion of the field would in anyway interfere with their scheduled practices and he said the club only takes up a limited portion of the pond area and that no conflict would exist.

It is our custom to bring this type of request to the Village Board for your consideration because of the nature of the request and past precedent to provide an opportunity for neighboring property owners to be fully appraised of the request so they can understand what potential impact to their quality of life might arise from this activity. The most pressing concerns in the past concerned traffic flow in and around the streets in the Renaissance residential subdivision (Stuart, Chestnut, Alison & Adam Lane), and specifically the disruption to the residents of soccer parents parking or stopping their vehicles during drop off and pick up. We have been assured by the Asst. Principal Bowser that the student athletes would be walking to and from the practice field by way of the sidewalk pathway along the west side of Kuhn Rd. connecting to the GBN Campus.

All 21 of the adjacent property owners have been notified by letter of the high school's request as well as the date of the next Village Board meeting when the land use request would be formally considered. To this end, would you please include this matter on the April 5<sup>th</sup> agenda.

## Chris Oakley

---

**From:** Matthew Bowser [Matthew\_Bowser@glenbard.org]  
**Sent:** Thursday, March 25, 2010 3:57 PM  
**To:** Chris Oakley  
**Subject:** Fwd: Disk Golf

Chris,

I have been told that the land located north of birchbark trail and West of Kuhn is village land. We would like to use the land once a week from 3-5 pm for our Disk Golf club. Could you put me in touch with the person that I need to be in order to be able to use the land.

Thanks,

Matthew Bowser  
Assistant Principal for Athletics  
Glenbard North High School  
990 Kuhn Road  
Carol Stream, IL 60188  
Office# 630-681-3189  
Fax# 630-653-2804  
[matthew\\_bowser@glenbard.org](mailto:matthew_bowser@glenbard.org)

----- Original Message -----

Matt-- This spring the Disk Golf club would like to use the retention area located north of Birchbark Trail and West of Kuhn Road for practice. We are looking to meet on Fridays (weather depending) at 2:45 near the shed by the tennis courts to pick up the portable nets and then walk down to the retention area. We will be done by 4pm. Any assistance you can give us in contacting the appropriate people to make this happen would be appreciated.

Thanks,

Eric Sundquist  
Director of Instructional Technology  
Glenbard North High School  
630-681-3273

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[Home](#) | [About Disc Golf](#) | [Membership](#) | [PDGA Tour](#) | [Courses](#) | [FAQ](#) | [PDGAMedia](#) | [PDGA HQ](#) | [International](#) | [Discussion](#)

## A Guide to Disc Golf from the PDGA



### What is Disc Golf?

Disc golf is played much like traditional golf. Instead of a ball and clubs, however, players use a flying disc, or Frisbee®. The sport was formalized in the 1970's, and shares with "ball golf" the object of completing each hole in the fewest number of strokes (or, in the case of disc golf, fewest number of throws). A golf disc is thrown from a tee area to a target which is the "hole", the hole can be one of a number of disc golf targets; the most common is called a Pole Hole® an elevated metal basket. As a player progresses down the fairway, he or she must make each consecutive shot from the spot where the previous throw has landed. The trees, shrubs, and terrain changes located in and around the fairways provide challenging obstacles for the golfer. Finally, the "putt" lands in the basket and the hole is completed. Disc golf shares the same joys and frustrations of traditional golf, whether it's sinking a long putt or hitting a tree halfway down the fairway. There are few differences, though. Disc golf rarely requires a greens fee, you probably won't need to rent a cart, and you never get stuck with a bad "tee time." It is designed to be enjoyed by people of all ages, male and female, regardless of economic status.

### Who Plays Disc Golf?

Disc golf can be played from school age to old age, making it one of the greatest lifetime fitness sports available. Specially-abled and disabled participate, giving them the opportunity to take part in a mainstream activity. Because disc golf is so easy to learn, no one is excluded. Players merely match their pace to their capabilities, and proceed from there. The Professional Disc Golf Association, with a member base of 40,000+, is the governing body for the sport and sanctions competitive events for men and women of every skill level from novice to professional. Permanent disc golf courses are found in countries worldwide.

### Where do I play?

Many city parks have golf courses already set up. Most are free to play as often as you like. Disc golfers who do not have the benefit of a permanent disc golf facility in their area often "make up" courses in nearby parks and green spaces.

One of the great features disc golf shares with traditional golf is that they are both played in beautiful settings. A nine-hole disc golf course can be established on as little as five acres of land, and a championship-caliber 18-hole course on 30 to 40 acres. Disc golf courses can coexist with existing park facilities and activity areas. The ideal location combines wooded and open terrains, and a variety of topographical change.

The need for more courses is constant, as the sport continues to grow in popularity. The PDGA has created **resources** for the design and installation of new golf courses, to ensure their success in the community.

The PDGA also publishes and sells an annual course directory, and manages and maintains a free online directory of disc golf courses at <http://www.pdga.com/course-directory>.

### Official PDGA Announcements

Next Ratings Update: May 4, 2010

PDGA Player Ratings Update: March 23rd 2010

2010 NT Standings Updated 3-9-2010

2010 Touring Pros Announced: 3-9-2010

Pro Worlds Invited Players Announced: 3-5-2010

Am Worlds Registration Open: 3-1-2010

Am Worlds Invited Players Announced : 2-24-2010

2010 World's DVD - (RFP)

[MORE](#)

### Updates

[Sunshine Day Shootout Saturday Coverage](#)

[Sunshine State Shootout Friday Coverage](#)

[Sunshine State Shoot Pre Round Coverage](#)

[PDGA Radio Program: 3/26/10](#)

[Sunshine State Shootout Preview Video](#)

## Why should I play?

The ongoing fitness boom finds more and more people taking up recreational activities in an effort to improve health and quality of life. Disc golf provides upper and lower body conditioning, aerobic exercise, and promotes a combination of physical and mental abilities that allow very little risk of physical injury. Concentration skills increase by mastering shots and negotiating obstacles. Players of limited fitness levels can start slowly and gradually increase their level of play as fitness improves. Scheduling is also flexible; a round takes one to two hours, and may be played alone, eliminating the difficulty of scheduling tee times. And as in traditional golf, disc golfers find themselves "hooked;" increasing the likelihood of frequent participation. Disc golf offers year-round fitness, even in rain or snow. Perhaps the greatest attribute of the sport is the expense - or rather, the lack of it. A professional quality disc costs less than \$15, and it only takes one for basic play.

And, of course, there's the sheer fun of the game - no matter what your age or skill level!

Play Disc Golf - It's in the Air!!!

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IDGC - Wildwood Park, 3828 Dogwood Lane, Appling, GA 30802-3012 PH:706-261-6342

# AGENDA ITEM

J-2 4-5-10

## *Village of Carol Stream* **Interdepartmental Memo**

**TO:** Joseph E. Breinig, Village Manager  
**FROM:** Terry Davis, Administration Secretary *td*  
**DATE:** March 29, 2010  
**RE:** **Raffle License Request-American Legion Post 76**

The American Legion Post 76 has submitted a Raffle License Application for their annual license to hold weekly raffles conducted at their hall at 570 S. Gary Avenue in Carol Stream.

They have paid the annual license fee of \$100 and the application, evidence of insurance and Articles of Incorporation are all on file in the Clerk's office for your review.

Please place this on the agenda for Monday, April 5, 2010 for the Board's review and approval to issue the raffle license to the American Legion Post 76.

Please let me know if any additional information is necessary. Thank you.

td

*Village of Carol Stream*  
**Interdepartmental Memo**

**TO:** Joseph E. Breinig, Village Manager  
**FROM:** Terry Davis, Administration Department *td*  
**DATE:** March 26, 2010  
**RE:** Glenbard North High School – Senior Class Luncheon  
Request for Waiver of Fee for Town Center Rental

Glenbard North High School will be having their annual senior class lunch on Friday, May 28, 2010, and has requested to use the Town Center for this event. They have completed the permit application for the town center rental and have also submitted the required Certificate of Liability Insurance, which are available for viewing in the clerk's office.

As in past years, Glenbard North will be supplying the tables, chairs, and port-o-potties, as well as providing the set-up and clean-up before and after their luncheon. They have been advised that there will be no tent at the Town Center, but would like to use the Town Center for this event even without a tent.

Glenbard North is requesting a waiver of the rental fee as indicated in the attached letter. As in past years, the Village has allowed them to use the Town Center for their senior class event.

Please place this on the agenda for the April 5, 2010 Board Meeting for the Board's review and consideration.

td  
Attachment

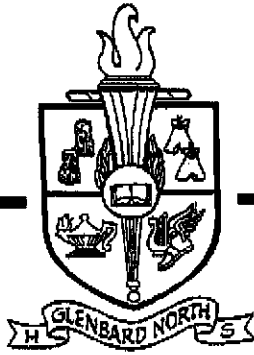
**GLENBARD NORTH HIGH SCHOOL**

990 Kuhn Road

Carol Stream, Illinois 60188

(630) 653-7000

Fax (630) 653-7259



**Dr. John T. Mensik**  
Principal

March 19, 2010

Dear Mayor and Board of Trustees,

On May 28, 2010 Glenbard North will be hosting its annual senior class picnic at the Town Center. The picnic is designed to give back to the students and provide them with one last time to be together before they graduate. The students and staff members at Glenbard North High School really appreciate the efforts made by the village in the past to provide a location to host this annual event. We are requesting that the fees for this event be waived. The school has really made an effort to keep the cost of the picnic down so more students are able to attend. Thank you for your consideration and help with this event.

Sincerely,

Senior Class Advisor  
Joe Parratore

Principal  
Dr. John Mensik

Assistant Principal of Student Services  
Deb Cartwright

VILLAGE OF CAROL STREAM SCHEDULE OF BILLS

April 5, 2010

**AGENDA ITEM**  
K-1 4-5-10

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>INVOICE</u>	<u>PO NUMBER</u>
<b>ACTIVE EXCAVATING &amp; WRECKING INC</b>					
SNOW PLOWING	3,261.00	01670200 52266	SNOW REMOVAL	8015	20100091
	<u>3,261.00</u>				
<b>ANCEL GLINK DIAMOND BUSH DICIANNI &amp;</b>					
LEGAL SERVICES THRU FEBRUARY	5,243.81	01570000 52238	LEGAL FEES	FEBRUARY 2010	
	<u>5,243.81</u>				
<b>ANDY FRAIN SERVICES</b>					
CROSS GRD SRV FEB 2010	11,980.98	01662300 52105	CROSSING GUARDS	140080	
	<u>11,980.98</u>				
<b>AVALON PETROLEUM COMPANY</b>					
GAS PURCHASES FOR 2009/10	17,400.00	01696200 53356	GAS PURCHASED	540384	4
	<u>17,400.00</u>				
<b>B &amp; F TECHNICAL CODE</b>					
PLAN REVIEWS	200.00	01643700 52253	CONSULTANT	31403	2
PLAN REVIEWS	300.00	01643700 52253	CONSULTANT	31397	2
PLAN REVIEWS	582.08	01643700 52253	CONSULTANT	31398	2
PLAN REVIEWS	608.56	01643700 52253	CONSULTANT	29926	2
PLAN REVIEWS	1,232.33	01643700 52253	CONSULTANT	31413	2
	<u>2,922.97</u>				
<b>BRIAN CLUEVER</b>					
PER DIEM FOR ACCD INVEST 2 CLS	536.00	01662300 52223	TRAINING	A1 2 SCH 3/21-4/2	
VEHICLE DYMANIC TRNG 4/11-16 PE	268.00	01662300 52223	TRAINING	04/11-16 PIER DIEM	
	<u>804.00</u>				
<b>CALL ONE</b>					
SERV FROM 02/15/10 THRU 03/14/10	319.96	04101500 52230	TELEPHONE	1010-6641 MARCH	
SERV FROM 02/15/10 THRU 03/14/10	1,804.07	04201600 52230	TELEPHONE	1010-6641 MARCH	
SERV FROM 02/15/10 THRU 03/14/10	2,716.94	01650100 52230	TELEPHONE	1010-6641 MARCH	
	<u>4,840.97</u>				
<b>COMED</b>					
SERV FROM 02-22 THRU 03/23	2,466.07	06320000 52248	ELECTRICITY	5853045025-MARCH	
SERV FROM 02/ THRU 03/23	46.46	04201600 52248	ELECTRICITY	2514004009-MARCH	



<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>INVOICE</u>	<u>PO NUMBER</u>
SERV FROM 02/12/10-03/15/10	33.95	06320000 52248	ELECTRICITY	1083101009-FEB	
SERV FROM 02/22 THRU 03/23	86.48	01670600 52248	ELECTRICITY	6337409002-MARCH	
SERV FROM 02/22 THRU 03/23	258.58	06320000 52248	ELECTRICITY	6213120002-MARCH	
SERV FROM 02/22 THRU 03/23	565.89	04101500 52248	ELECTRICITY	2496057000 MARCH	
SERV FROM 02/22 THRU 03/23	1,318.10	04201600 52248	ELECTRICITY	0300009027-MARCH	
SERV FROM 02/22 THRU 03/24	14.69	01670600 52248	ELECTRICITY	0803155026 MARCH	
SERV FROM 02/22 THRU 03/24	14.69	01670600 52248	ELECTRICITY	1865134015-MARCH	
SERV FROM 02/22 THRU 03/24	64.36	06320000 52248	ELECTRICITY	13353117013-MARCH	
SERV FROM 02/22 THRU 03/24	71.01	06320000 52248	ELECTRICITY	0030086009-MARCH	
SERV FROM 02/22 THRU 03/24	73.03	06320000 52248	ELECTRICITY	6597112015-MARCH	
SERV FROM 02/22 THRU 03/24	75.03	06320000 52248	ELECTRICITY	3153036011-MARCH	
SERV FROM 02/23 THRU 03/23	14.69	01670600 52248	ELECTRICITY	4483019016-MARCH	
SERV FROM 02/23 THRU 03/23	28.56	01662300 52298	ATLE SERVICE FEE	402129060-MARCH	
SERV FROM 02/23 THRU 03/24	17.11	06320000 52248	ELECTRICITY	7219135017-MARCH	
SERV FROM 02/23 THRU 03/24	42.52	04101500 52248	ELECTRICITY	2073133107-MARCH	
SERV FROM 02/23 THRU 03/24	108.76	06320000 52248	ELECTRICITY	6675448009-MARCH	
SERV FROM 02/24 THRU 03/25	89.50	04101500 52248	ELECTRICITY	0291093117-MARCH	
	<b>5,389.48</b>				
<b>CRIME ANALYSTS OF IL ASSN INC</b>					
TRAINING CONFR06/1/10-06/03/10	100.00	01 13010	PRE-PAID ITEMS	AMANDA DEACON	
	<b>100.00</b>				
<b>DAVID G BAKER</b>					
VILLAGE BRD MTG TELECAST SERV	100.00	01650100 52253	CONSULTANT	031510	
	<b>100.00</b>				
<b>DUPAGE MAYORS AND MANAGERS CONFERENC</b>					
DINNER MEETING -J BREINIG 2/17/10	35.00	01590000 52222	MEETINGS	6146	
	<b>35.00</b>				
<b>EBRYIT INC</b>					
SERV FROM 11/1/09-01/23/10 SOFTW	174.91	01612900 52226	OFFICE EQUIPMENT MAINTENAN	727666	
	<b>174.91</b>				
<b>ELMHURST COLLEGE</b>					
4 DAY RENTAL PORTABLE BLEACHE	1,600.00	01750000 52287	SUMMER IN THE CENTER	06/03/09	
	<b>1,600.00</b>				
<b>EXELON ENERGY INC</b>					
SERV FROM 02-12 THRU 03/15	213.41	04101500 52248	ELECTRICITY	10043100050	
SERV FROM 02/22 THRU 03/23	2,881.12	04201600 52248	ELECTRICITY	100559500050	
SERV FROM 02/23- 03/24	2,771.54	04201600 52248	ELECTRICITY	100431200050	

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>INVOICE</u>	<u>PO NUMBER</u>
	<u>5,866.07</u>				
<b>GAFFNEYS PROTECTIVE MAINTENANCE INC</b>					
STREET LIGHT MTC & REPAIR	732.95	01650100 52215	IRMA DEDUCTIBLES	16827	20100066
STREET LIGHT MTC & REPAIR	1,518.50	01650100 52215	IRMA DEDUCTIBLES	16828	20100066
STREET LIGHT MTC & REPAIR	2,225.00	01650100 52215	IRMA DEDUCTIBLES	16809	20100066
	<u>4,476.45</u>				
<b>GAS CITY</b>					
E-85 AND BIO DIESEL PURCHASES	3,676.96	01696200 53356	GAS PURCHASED	002595354	20100084
	<u>3,676.96</u>				
<b>GIL HEBARD GUNS INC</b>					
FEDERAL AMERICAN EAGLE AMMO	3,988.00	01662700 53321	AMMUNITION	38778	
	<u>3,988.00</u>				
<b>GLENBROOK EXCAVATING &amp; CONCRETE INC</b>					
REPLACEMENT OF EVERGREEN LIF	-15,051.94	04 21242	RETAINAGE GLENBROOK	PYMNT #3	20100044
	46,194.40	04101500 54480	CONSTRUCTION	PYMNT #3	20100044
	<u>31,142.46</u>				
<b>HEALTH SMART INC</b>					
FLEX ADMIN FEBRUARY 2010	146.42	01600000 52273	EMPLOYEE SERVICES	F0210136	
	<u>146.42</u>				
<b>IRMA</b>					
FEBRUARY DEDUCTIBLES	1,742.24	01650100 52215	IRMA DEDUCTIBLES	9617	
GASOLINE & DIESEL NOV 1 2009-NO	2,701.00	01650100 52263	PROPERTY INSURANCE	7338	
	<u>4,443.24</u>				
<b>IACP NET</b>					
ANNUAL FEE 05/01/2010 THRU 04/30,	1,100.00	01 13010	PRE-PAID ITEMS	13875	
	<u>1,100.00</u>				
<b>IL SROA</b>					
TRAINING CONFR D WELLS 06/15-18	150.00	01 13010	PRE-PAID ITEMS	CONFR D WELLS	
	<u>150.00</u>				
<b>ILLINOIS MUNICIPAL LEAGUE</b>					
AD FOR PUBLIC WORKS DIRECTOR	20.00	01600000 52228	PERSONNEL HIRING	0015111-IN	
	<u>20.00</u>				
<b>ILLINOIS SECRETARY OF STATE</b>					
NOTARY COMM RNWL TOM MILLER	10.00	01660100 52234	DUES & SUBSCRIPTIONS	T MILLER	
TITLE FEES FOR 1995 HYUNDAI & 20	190.00	01664700 53317	OPERATING SUPPLIES	2 SEIZED VEH	

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>INVOICE</u>	<u>PO NUMBER</u>
	<b>200.00</b>				
<b>JOHN L FIOTI</b>					
LEGAL FEES MARCH 9 THRU MARCH	187.50	01662300 52310	ATLE LEGAL ADJUDICATION	CS 16	
LEGAL FEES MARCH 9 THRU MARCH	593.75	01570000 52238	LEGAL FEES	CS 16	
	<b>781.25</b>				
<b>KPW TRUCKING INC</b>					
68.5 TONS OF CA -6 GRAVEL	856.25	06320000 53347	CA-6	415	
CA-6 GRAVEL	292.50	06320000 53347	CA-6	408	
CA-6 GRAVEL	576.25	06320000 53347	CA-6	407	
	<b>1,725.00</b>				
<b>MORONI LAW OFFICES</b>					
PROF SERV'S FOR FEBRUARY 2010	3,115.00	01570000 52235	LEGAL FEES-PROSECUTION	FEBRUARY 2010	
	<b>3,115.00</b>				
<b>NEXTEL COMMUNICATIONS</b>					
SERV FROM JAN 24 THRU FEB 23	-272.86	01620100 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	8.84	01622300 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	17.18	01642100 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	17.18	01643700 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	17.67	01623100 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	32.40	01621900 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	34.59	01680000 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	41.23	01621300 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	47.85	01662500 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	50.92	01610100 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	57.17	01600000 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	64.79	01622200 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	73.06	01662700 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	79.15	01662300 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	116.05	01652800 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	129.58	01620100 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	138.17	01662400 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	159.01	01650100 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	165.11	01670100 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	174.62	01664700 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	178.51	04201600 52230	TELEPHONE	760300514-097	
SERV FROM JAN 24 THRU FEB 23	298.28	01660100 52230	TELEPHONE	760300514-097	
	<b>1,628.50</b>				
<b>NICOR GAS</b>					

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>INVOICE</u>	<u>PO NUMBER</u>
SERV FOR 02/05/10 THRU 03/09/10	175.04	04201600 52277	HEATING GAS	13-81-12-1000-7 FEB	
SERV FROM 02/09/10 THRU 03/10/10	87.56	04101500 52277	HEATING GAS	86-60-60-1117-8 MAR	
	<u>262.60</u>				
<b>NORTHEASTERN ILLINOIS PUBLIC SAFETY</b>					
PAGLIA,TECHTER, GUENTHER ELEC	150.00	01670100 52223	TRAINING	5907	
	<u>150.00</u>				
<b>NORTHWESTERN UNIVERSITY</b>					
TRAFFIC RECON CLASSES-B PLACK	1,650.00	01662300 52223	TRAINING	26538	
TRAFFIC RECON CLASSES-B PLACK	1,725.00	01 13010	PRE-PAID ITEMS	26538	
	<u>3,375.00</u>				
<b>NOTARIES ASSOCIATION OF ILL INC</b>					
NOTARY COMM RENEWAL	38.00	01660100 52234	DUES & SUBSCRIPTIONS	TOM MILLER	
	<u>38.00</u>				
<b>OMI</b>					
WRC OPERATIONS	132,588.92	04101100 52262	OMI CONTRACT	48320	20100045
	<u>132,588.92</u>				
<b>PLACKETT BRIAN</b>					
PER DIEM FOR VEHICLE DYMANICS	268.00	01662300 52223	TRAINING	4/11-16 PER DIEM	
	<u>268.00</u>				
<b>ROBERT W MCALLISTER</b>					
HEARING 3/13/10	600.00	01570000 52238	LEGAL FEES	03/17/10	
	<u>600.00</u>				
<b>RYDIN DECAL</b>					
2011 & 2012 TEMP HANDICAP PLACA	301.83	01612900 53315	PRINTED MATERIALS	250269	
	<u>301.83</u>				
<b>THOMAS F HOWARD JR</b>					
LEGAL SERVICES - FEBRUARY 2010	7,380.00	01570000 52312	PROSECUTION DUI	165	
	<u>7,380.00</u>				
<b>TRANSYSTEMS CORPORATION</b>					
ENGINEERING SERVICES -KUHN RD	6,638.34	11740000 55486	ROADWAY CAPITAL IMPROVEME	19(1828257)	20100025
	<u>6,638.34</u>				
	<u><u>267,915.16</u></u>				

The preceding list of bills payable totaling \$267,915.16 was reviewed and approved for payment.

**Approved by:**

  
\_\_\_\_\_  
Joseph E Breinig – Village Manager

**Date:** 4/1/10

**Authorized by:**

\_\_\_\_\_  
Pamela J Fenner, Mayor Pro-Tem

\_\_\_\_\_  
Beth Melody, Village Clerk

**Date:** \_\_\_\_\_

# AGENDA ITEM

K-2 4-5-10

## ADDENDUM WARRANTS March 16, 2010 to April 5, 2010

Fund	Check #	Vendor	Description	Amount
General	A C H	Charter One Bank	Payroll March 8 , 2010 to March 21, 2010	549,479.17
Water & Sewer	A C H	Charter One Bank	Payroll March 8 , 2010 to March 21, 2010	39,122.42
General	A C H	Ill Funds	Dupage Water Commission - February 2010	<u>154,908.04</u>
				<u>743,509.63</u>

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2010

By: \_\_\_\_\_  
Pamela J Fenner, Mayor Pro Tem

\_\_\_\_\_  
Beth Melody, Village Clerk